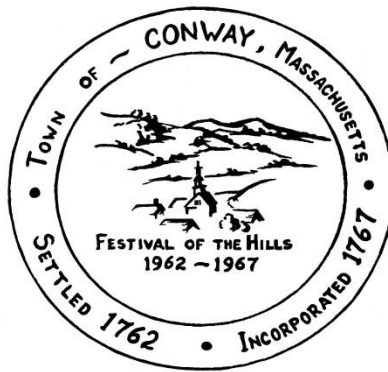


Town of Conway

Commonwealth of Massachusetts

2016 Annual Report



Fiscal Year 2016
July 1, 2015 – June 30, 2016

In Memory of Richard Dacey

Life-long Conway resident Richard Dacey died at his home on Monday, October 24, 2016, at the age of 87. With his passing, the town of Conway lost a caring and generous presence. Dick overcame a serious childhood illness and went on to live a full and active life, serving as the principal of the Conway Grammar School for 33 years, as trustee for the Conway Cemetery Association for more than 50 years, and as Conway trustee of the Field Memorial Library for over 30 years. Dick also served as an election worker for many years.

Being at school with Conway's children was Dick's greatest joy. In addition to his wide-ranging community service, Dick loved sports, travel, and cars. He visited many countries in Europe and traveled widely throughout the United States.

Generations of people who passed through the Conway Grammar School will remember Dick with respect and gratitude. He is survived by his wife of 35 years, Phylis, who is still active in the civic life of Conway.

(photo goes here)

Frequently Asked at Town Meeting: What do the following terms mean?

<u>The term....</u>	<u>means...</u>
dismiss an article	defeat it
postpone an article indefinitely	defeat it
take no action on an article	defeat it
lay the question on the table	kill or postpone (depending on the town) a measure
table the question	kill or postpone (depending on the town) a measure
move the previous question	cut off debate and vote on the issue at hand

If you have more questions about procedure or how Town Meeting should proceed, please go to the following web site for the "Citizen's Guide to Town Meetings":
<http://www.sec.state.ma.us/cis/cistwn/twnidx.htm>

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MEETING SCHEDULES (Subject to change; please see postings at Town Office/Town Hall or contact chair to confirm.)

SELECTBOARD:	Alternating Mondays – 6:00 p.m., Town Office; December-May, every Monday Chair: John O'Rourke, Selectboard@townofconway.com , 369-4235 x3
AGRICULTURAL COMMISSION:	2 nd Thursdays – 6:00 p.m., Town Hall Co-Chair: Jason Silverman, jfsilverman413@gmail.com , 413-768-9437
BOARD OF ASSESSORS:	Thursdays – 7:00 p.m., Town Hall Staff Assessor: Natalie Whitcomb, assessors@townofconway.com , 369-4235 x5 Clerk hours: Monday, Tuesday, Wednesday 9-2; Thurs 10-2
BOARD OF HEALTH:	2 nd and 4 th Mondays – 7:00 p.m., Town Hall Chair: Carl Nelke, boardofhealth@townofconway.com , 369-4235 x8 Clerk hours: Thursday 2-4; Sat. 9-noon
CONSERVATION COMMISSION:	2 nd and 4 th Tuesdays – 7:30 p.m., Town Hall Chair: John Gates, concomm@townofconway.com
CONWAY GRAMMAR SCHOOL COMMITTEE:	3 rd Thursday – 7:00 p.m., CGS Library Chair: Janice Warner, janw0612@gmail.com , 369-4703
COUNCIL ON AGING:	1 st Wednesdays – 9:30 a.m., Town Hall Chair: Patricia Lynch, patricialynch@earthlink.net , 369-4284
FRANKLIN COUNTY TECHNICAL SCHOOL COMMITTEE:	2 nd Wednesday – 7:00 p.m., FCTS Rep.: Brian Kuzmeskus, bkuzmeskus@fcts.org
FRONTIER REGIONAL SCHOOL COMMITTEE:	2 nd Tuesday – 7:00 p.m., FRHS Media Center Chair: Cyndie Ouimette, 665-1155
HOUSING COMMITTEE:	1 st and 3 rd Tuesdays or as scheduled by Committee – 7:00 p.m., Town Hall
PLANNING BOARD:	1 st and 3 rd Thursdays – 7:00 p.m., Town Office Chair: Joseph Strzegowski, planning@townofconway.com
WASTEWATER COMMITTEE:	2 nd Wednesday – 7:00 p.m., Town Office Chair: Joseph Strzegowski, planning@townofconway.com
ANNUAL TOWN MEETING:	2 nd Monday in May, Conway Grammar School
ANNUAL TOWN ELECTION:	Thursday following Town Meeting, Town Hall

NATIONAL, STATE, AND REGIONAL OFFICIALS

UNITED STATES SENATORS

Ed Markey (D)

10 Causeway Street, Suite 55, Boston MA 02222
218 Russell Senate Office Building, Washington, DC 20510
www.markey.senate.gov/contact, 202-224-2742

Elizabeth Warren (D)

1550 Main Street, Suite 406, Springfield MA 01103
317 Hart Senate Office Building, Washington DC 20510
www.warren.senate.gov/contact, 202-224-2742

UNITED STATES REPRESENTATIVE

Richard Neal (D)

78 Center Street, Pittsfield MA 01201
2208 Rayburn House Office Building, Washington DC 20515
https://forms.house.gov/neal/webforms/contact_Forms.shtml

GOVERNOR

Charlie Baker (R)

State Office Building, 436 Dwight Street, Suite 300, Springfield MA 01103,
Massachusetts State House, Office of the Governor, Room 280, Boston MA 02133
<http://www.mass.gov/governor/constituent-services/contact-governor-office>, 617-725-4005

REPRESENTATIVES IN THE GENERAL COURT

Senator Adam Hinds (D)

Berkshire, Hampshire, Franklin & Hampden District
100 North St. Suite 4, Pittsfield, Ma 01201
adam.hinds@masenate.gov, 413-344-4561; 617- 722-1625

Representative Stephen Kulik (D)

1 Sugarloaf Street, South Deerfield MA 01373
Stephen.Kulik@mahouse.gov, 617-722-2380

FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

Executive Committee, 12 Olive Street, Suite 2, Greenfield MA 0130
www.frcog.org, 413-774-3167

CONWAY OFFICIALS – ELECTED (*not sworn in for 2016) TERM EXPIRATION

BOARD OF ASSESSORS

Malcolm Corse	2017
Russell French	2018
Natalie Whitcomb, Chair	2019

BOARD OF HEALTH

Margaret Burch	2018
Ann T. Gibson	2017
Marie Iken	2018
William McLoughlin	2017
Carl Nelke, Chair	2019

CONSTABLES

Brian Blakeslee	2019
Ronald Hawkes	2019
James Recore	2019

CONWAY GRAMMAR SCHOOL COMMITTEE

Karl Anderson, (Select Board-appointed, 6/26/15)	2018
Ira Band	2018
Elaine Campbell	2019
Ashley Dion	2018
Philip Kantor	2017
Janice Warner	2017

FRONTIER REGIONAL SCHOOL COMMITTEE

Cyndie Ouimette	2019
-----------------------	------

MODERATOR

J. Nicholas Filler	2017
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PLANNING BOARD

David Chichester	2017
Andrew Jaffe	2019
Mary McClintock	2018
Sue McFarland	2018
Joseph Strzegowski, Chair	2017

SELECT BOARD

Robert Armstrong	2019
Robert Baker	2018
John O'Rourke	2017

TOWN CLERK

Virginia Knowlton	2019
-------------------------	------

TREE WARDEN

Collin Burt	2017
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CONWAY OFFICIALS – APPOINTED TERM EXPIRATION

Unless otherwise noted, officials are appointed by the Select Board, there is no requirement pertaining to the number of members, and terms are for 1 year. (not sworn in)*

250TH ANNIVERSARY COMMITTEE (3-year terms)

Helen Baker	2018
Nancy Bovio	2018
Candida Canepa*, Secretary	2018
Paul Charest	2018
Malcolm Corse, Vice-Chair	2018

Heidi Flanders, Chair	2018
Sheila Harrington	2018
Michelle Harris.....	2017
Richard Pollet.....	2018
Amanda Pollock	2018
Jaclin J. Prusak, Treasurer	2018
AGRICULTURAL COMMISSION (<i>formed for FY16- 5 members</i>)	
Tamblyn Borton, resigned 3/24/16.....	2016
David Fisher, resigned 12/17/15.....	2016
Mary Parker	2017
Susan Schroder, Alt	2017
Jason Silverman, Chair	2017
Vacancy	
Vacancy	
AMBULANCE DEPARTMENT	
Robert Armstrong, EMT	2017
Adam Baker, EMT	2017
Robert Benson, EMT	2017
Christopher Herrmann, EMT, Assistant Director	2017
Conan Pelc, EMT	2017
Jesse Sobek-Rosnick, EMT, Clerk	2017
Gemma Vanderheld, Director beginning 3/21/16	2017
Alexandra Williams, EMT	2017
Randall Williams, EMT	2017
ANIMAL CONTROL OFFICER	
Joseph Colucci.....	2017
ANIMAL INSPECTORS (<i>Appointed by the State upon the recommendation of the Board of Health</i>)	
Joseph Colucci, Barn Inspector	2017
Joseph Colucci, Quarantine Officer.....	2017
BOARD OF HEALTH STAFF (<i>Board of Health-appointed</i>)	
Virginia Knowlton, Clerk	2019
BOARD OF REGISTRARS (<i>4 members including 2 Democrats and 2 Republicans, 3-year terms</i>)	
Aina Barten (D)	2017
Lorraine Boyden (R)	2017
Virginia Knowlton (R)	2019
Jack Ramey (D)*	2018
BROADBAND COMMITTEE	
Robert Armstrong	2017
Ronald Hawkes	2017
Vacancy	
BURIAL AGENT (<i>Board of Health-appointed</i>)	
Virginia Knowlton, Burial Agent.....	2019
CAPITAL IMPROVEMENTS PLANNING COMMITTEE (<i>formed for FY16—5 member, representatives from Selectboard, Finance Committee, 3 at-large</i>)	
Robert Armstrong, Select Board representative.....	2017
Roy Cohen, Finance Committee representative	2017
Russell French	2017
Dana Goodfield, Chair.....	2017
Brian Kuzmeskus.....	2017
COMMUNITY PRESERVATION COMMITTEE (<i>7 members, appointed by Conservation Commission, Historical Commission, Planning Board, Parks, Recreation & Trails Committee, Housing Committee, and Select Board</i>)	
Aimee Anderson, Representative at Large	2019
Robert Anderson, Co-Chair; Secretary; Parks, Recreation & Trails Committee Rep.....	2017

Malcolm Corse, Historical Commission Representative	2017
Donna Crabtree, Housing Committee Representative	2017
Dusty King, Co-Chair, Treasurer, Representative at Large	2019
Susan McFarland, Planning Board Representative	2018
Peter Zale, Conservation Commission Representative	2019
CONSERVATION COMMISSION (3-year terms)	
John Gates	2017
Marcelle Morgan*	2019
Robert Nowak*, Associate Member	2018
Bruton Strange.....	2018
Peter Zale	2018
Vacancy.....	2017
COUNCIL ON AGING (3-year terms)	
Julie Clark	2017
Winona Corse*	2019
Patricia Kocot.....	2018
Patricia Lynch.....	2019
Jane Recore, verbal resignation.....	2018
Margaret Tiley*	2017
CULTURAL COUNCIL (3-year terms, 2 consecutive term limit, **indicates end of 2nd term)	
David Balkema*	2017
Mary (Polly) Byers*, Chair.....	2018**
Joanne Clapp.....	2017
Gisele L'Italien.....	2019
Julie Petty, Secretary	2018
Erica Wurtz, Co-Chair.....	2018**
ELECTION WORKERS (regular & alternates)	
Robert Armstrong.....	2017
Linda Baker, Teller.....	2017
David Barten, Teller.....	2017
Joanne Clapp, Extra Teller.....	2017
Debra Craven, Teller	2017
Winona Corse, Warden.....	2017
Phylis Dacey, Clerk	2017
Lara Hanas, Extra Teller	2017
Dorothie Harris, Teller	2017
Marie Iken, Extra Teller.....	2017
Evelyn Kawecki, Teller.....	2017
Danielle Lochhead, Teller.....	2017
John Lochhead, Teller	2017
Barbara Masson, Extra Teller.....	2017
Sydney Ramey, Teller.....	2017
Katherine Whitcomb, Teller.....	2017
Natalie Whitcomb, Assistant Clerk	2017
Betsy Wholey-Osell, Extra Teller.....	2017
<i>Also assisting: Jeanne Boyden, Margaret Burch, Jennifer Coliskey, Judy Calafell, Karen Friedman, Roger Goshea, Denice Gray, Michelle Harris, Sandy Hay, Joanne Levenson, Sue McFarland, Vivian Zadroga</i>	
EMERGENCY MANAGEMENT	
David Chichester, Director	2017
George Murphy, Assistant Director.....	2017

ENERGY COMMITTEE	
Susan Bridge	2017
Brice Hereford.....	2017
Peter Martin, Chair	2017
Peter Rosnick	2017
ENHANCED 911 COORDINATOR	
Robert Baker	2017
FESTIVAL OF THE HILLS COMMITTEE (3-year terms) (Committee was dissolved in FY2016)	
Cynthia Corey*	2017
Kate French*	2016
Sheila Harrington	2018
Michelle Harris*	2018
Phyllis Jeswald*	2016
Kate Whitcomb*	2018
FINANCE COMMITTEE (Moderator-appointed, 6 members, 3-year terms)	
James Bosman*, Chair	2017
Roy Cohen.....	2017
Christina Conklin*, resigned 1/17/16	2018
Thomas Donovan	2018
Sheila Harrington	2017
August Zachary Howard, resigned 7/25/16	2016
Andrea Llamas*, resigned 10/15/15.....	2017
Alan Singer.....	2019
Robert Stone*	2018
Vacancy	
FIRE DEPARTMENT	
Robert Armstrong	2017
Adam Baker, Deputy Chief, Town Forest Warden	2017
Helen Baker.....	2017
Robert Baker, Chief.....	2017
Trevor Beaudet, Junior Firefighter.....	2017
Sarah Benson, resigned	2017
Daniel Blakeslee	2017
Howard Boyden	2017
Matthew Boyden, Captain	2017
Willis Burnett	2017
Collin Burt	2017
John Conant II	2017
Debra Craven	2017
Alexa Deane, Junior Firefighter.....	2017
Dakota Deane, Junior Firefighter	2017
Douglas Dean	2017
Amanda Dunnell.....	2017
Ronald Hawkes, Deputy Chief, Deputy Town Forest Warden,	2017
Christopher Herrmann, Captain.....	2017
Laura Hutt, Clerk.....	2017
Christina Lankarge	2017
Michael O'Connell, Jr.....	2017
Conan Pelc	2017
Joseph Peramba, Lieutenant	2017
Brooke Romanovicz, Junior Firefighter.....	2017
Thomas Romanovicz	2017
Stephen Scala.....	2017

Jesse Sobek-Rosnick.....	2017
Matthew Sweet	2017
Fisher Talbot-Hills, Junior Firefighter.....	2017
Gemma Vanderheld	2017
Nickolaus Vanderheld	2017
Olivia Vicellio, Junior Firefighter.....	2017
HIGHWAY DEPARTMENT	
Adam Baker, Truck Driver/Laborer	2017
Jason Stone, Truck Driver/Laborer	2017
Nicholas Sweet, Truck Driver/Laborer	2017
Ronald Sweet, Superintendent	2017
Bradley Wallace, Laborer	2017
Randall Williams, Truck Driver/Laborer/Substitute	2017
HISTORICAL COMMISSION (3-year terms)	
Cynthia Bluh*	2019
Willis Burnett.....	2019
Malcolm Corse	2017
Carl Darrow*	2018
Laura Nicholls-Shaw*	2017
Yulia Stone*	2017
Sarah Williams, Chair	2018
HOUSING COMMITTEE (Moderator-appointed, 3-year terms)	
Martha Conant*	2018
Donna Crabtree*	2017
Pixie Holbrook, Chair*	2019
Ellen Lomastro.....	2019
Timothy Morgan, resigned 2/29/16	2016
Nelson Shifflet, resigned 2/14/17.....	2017
OPEN SPACE COMMITTEE (5-7 members, 3-year terms)	
Tamblyn Borton*, resigned 10/25/16.....	2018
Elaine Campbell*	2017
Janet Chayes	2018
Melissa Patterson.....	2017
Michele Turre*	2019
PARKS, RECREATION & TRAILS COMMITTEE (3-year terms)	
Robert Anderson.....	2019
Harry Bovio.....	2019
Paul Charest.....	2019
Heidi Flanders	2017
Jason Hunter.....	2019
Walter Goodridge.....	2019
Marguerite Gump	2018
John Heffernan.....	2019
Carol Kurkulonis, resigned 11/18/15	2017
Julie Petty.....	2019
Jaclin J. Prusak, Secretary	2019
Craig Warner, resigned 9/15/15	2018
PERSONNEL COMMITTEE	
(Appointed by Moderator, Select Board, Finance Committee; 3 members, 3-year terms)	
Susan Fentin* (Moderator-appointed)	2017
Robert Stone (Moderator-appointed)	2016
Vacancy	2017

PIPELINE AD HOC TASK FORCE, dissolved May 2016	
Margaret Burch, Chair, Board of Health Representative	2016
Sue McFarland, Planning Board Representative	2016
Jim Moore, Select Board Representative	2016
Marcelle Morgan, Conservation Commission Representative	2016
POLICE DEPARTMENT	
Donald Bates, Reserve Officer	2017
James Bernier, Reserve Officer	2017
Christina Conklin, Reserve Officer	2017
Ronald Hawkes, Reserve Officer	2017
Nathan Jackman, Reserve Officer	2017
David Johnson, Reserve Officer	2017
Kenneth Ouimette, Chief	2017
Charles Wilder, Reserve Officer	2017
Randall Williams, Reserve Officer	2017
TOWN ADMINISTRATOR	
Thomas Hutcheson, Town Administrator	2017
Lisa Turowsky, Assistant to the Town Administrator	2017
TOWN PARK AD HOC COMMITTEE	
Robert Anderson, Parks, Recreation & Trails Committee Representative	2017
David Chichester, Chair	2017
Pixie Holbrook, Secretary	2017
Michelle Turre, Open Space Committee Representative	2017
TOWN COUNSEL	
John H. Fitz-Gibbon	2017
TRANSFER STATION ATTENDANTS	
<i>(Board of Health-appointed through August 2015, Select Board-appointed thereafter)</i>	
James Allyn	2017
Leland Gray	2017
Paul Lloyd	2017
Leroy Rose	2017
James Wakefield	2017
TREASURER/TAX COLLECTOR	
Lynn Kane, Assistant Treasurer/Tax Collector	2017
Janice Warner, Treasurer/Tax Collector	2017
WASTEWATER COMMITTEE	
David Chichester	2017
Marie Iken	2017
Michele Nowak*	2017
Joseph Strzegowski	2017
ZONING BOARD OF APPEALS (3-year terms)	
John O'Rourke	2019
Thomas Pleasant, resigned	2017
Mark Silverman	2018
Vacancy	

CONWAY REPRESENTATIVES – APPOINTED TO REGIONAL ORGANIZATIONS

	TERM EXPIRATION
FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT <i>(Moderator-appointed, 3-year term)</i>	
Brian Kuzmeskus	2018

FRED WELLS TRUST	
Kate French	2017
FRANKLIN COMMUNITY ACCESS TELEVISION	
Robert Armstrong, Delegate	2017
John O'Rourke, Delegate	2017
FRANKLIN COUNTY EMERGENCY DISPATCH	
Robert Baker, Representative	2017
Jodey Benson, Representative	2017
Kenneth Ouimette, Representative	2017
FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT	
Lynn Rubinstein, Representative	2017
FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS	
John O'Rourke, Council Member	2017
Meg Burch, Marie Iken, alternate, Cooperative Public Health Service Oversight Board.....	2017
James Cerone, Inspector-Local	NA
Andrew French, Inspector-Plumbing and Gas	NA
James Hawkins, Inspector-Building.....	NA
Thomas MacDonald, Inspector-Wiring	NA
Glen Ayers, Regional Health Agent.....	NA
Margaret Burch, Pipeline Advisory Committee	2017
Marcelle Morgan, Pipeline Advisory Committee	2016
FRANKLIN REGIONAL PLANNING BOARD	
Thomas Hutcheson, Select Board representative.....	2019
Joe Strzegowski, Planning Board representative.....	2019
FRANKLIN REGIONAL TRANSPORTATION AUTHORITY	
Robert Baker	2017
GREATER FRANKLIN REGIONAL COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY ADVISORY COMMITTEE	
Robert Armstrong	2017
MASSACHUSETTS COALITION AGAINST THE PIPELINE	
Jim Moore.....	2017
UPPER PIONEER VALLEY VETERANS' SERVICES DISTRICT	
John O'Rourke.....	2017
Greenfield Area Veteran's Services District Director	NA
WIRED WEST	
Robert Armstrong, Delegate	2017
William Stathis, Alternate Delegate, resigned	2017

REPORTS

BOARDS, COMMITTEES AND COMMISSIONS

250TH Anniversary Committee

In FY2016, the 250th Anniversary Committee focused on fundraising and planning the weekend-long Anniversary Celebration to take place on June 16th, 17th, and 18th, 2017. The following fundraising events were held:

- The Sweetheart dinner and dance in February, 2016;
- The 2nd annual Irish road bowling with an added kids' division in May, 2016;
- The 3rd annual Chesbro challenge in July, 2016.

On June 18th, 2016, the Committee kicked off a beard-growing contest to be judged during the Celebration.

A "Conway 250th" Facebook page and Town of Conway website page were created to provide a schedule for the upcoming events. Notifications were sent out seeking volunteers for the celebration. Brice Hereford was charged with coordinating those volunteers.

Respectfully submitted,
Heidi Flanders, Chair

Agricultural Commission

During FY2016, the Agricultural Commission reviewed some cases involving the sale of Chapter 61 land in town, and submitted their recommendation to the town that there was no agricultural benefit to the town purchasing said land. The commission expressed concerns with the effects that the proposed natural gas pipeline would have on Agriculture in town in a letter to the Federal Energy Regulatory Commission. The Ag Com began work in earnest to create a new Conway Right to Farm bylaw, though with several personnel changes this work was delayed past the 2016 town meeting.

The Agricultural Commission has dedicated the majority of FY2017 to the creation of several drafts of the new Conway Right to Farm bylaw, held an open forum to receive feedback from the community, and has a final draft ready to propose on the warrant at Town Meeting in 2017.

Respectfully submitted,
Jason Silverman, Chair

Board of Assessors

Fiscal Year 2017's tax levy to be raised from all sources to cover the town's expenses was \$6,551,710, an 8.4% increase over FY2016's \$6,041,342. Revenues from other sources were \$1,931,975, leaving the amount to be raised by taxes at \$4,619,735, compared to FY2016's \$4,097,394. Our total taxable base (real estate and personal) for FY 2017 was \$260,266,741, for a tax rate of \$17.75.

	<u>FY2016</u>	<u>FY2017</u>	<u>% Change</u>
Total town expenses	\$6,041,342	\$6,551,710	+ 8.4%
Other revenues	<u>1,943,948</u>	<u>1,931,975</u>	- 0.6%
To raise from taxes	\$4,097,394	\$4,619,735	+12.7%
Town tax base	\$245,647,098	\$260,266,741	+ 5.95%
Tax rate	\$16.68	\$17.75	

(Tax rate = amount to be raised ÷ tax base ÷ 1,000)

Conway's real estate market is still recovering. Some real estate professionals say that prices are back to the pre-2008 levels, but Conway is not quite there yet in all categories. As usual, the bulletin boards in the Town Hall display Conway properties now on the market and recently sold, showing both the selling price and the property's assessed value.

The most recent revaluation/recertification was completed in late summer 2016. The biggest change was in the methodology of valuing extra lots beyond one's house site. We still value one primary site (building lot) plus backland, but some of that backland now must be recognized and valued as having a higher value, as it is a separate lot by law, even if on the same deed as the house lot.

Thank you, again, Ute Bargmann, for your continuing volunteer work in our office to scan historical documents. We have found a great trove of pertinent information through your work! Cyclical site visits will continue in the warmer months, focusing on the east and northeast sections of Conway. These visits are both necessary and helpful, in maintaining current records and in catching any data errors that might exist. Accurate and complete data is the basis of fair valuations.

The Assessors' section on the town website at townofconway.com has general information, instructions to access the GIS website, and downloadable forms. As always, you are welcome to stop by our office in the Town Hall or contact us with questions or concerns regarding the assessing process, your valuations on real estate, personal property, motor vehicles, personal exemptions, abatements, or any other assessing matters.

Respectfully submitted,

Natalie H. Whitcomb, Chair; Malcom J. Corse, Russell A. French, Laura Hutt, Clerk

Phone: 369-4235, x5

e-mail: assessors@townofconway.com

Board of Health (This report is based on Calendar Year 01 January – 31 December 2016)

EACH YEAR the Board of Health tries to give residents some insight into the scope of Board of Health duties that are required by law. About 15 percent of the annual budget goes to a variety of important and crucial duties pertaining to the protection of public health including, but not limited to the following:

- ✓ the enforcement of Title V relating to septage and garbage;
- ✓ the enforcement of Title X relating to food service establishments;
- ✓ the supervision of minimum standards for swimming pools and beaches;
- ✓ the confirmation that camp facilities comply with state regulations;
- ✓ the oversight of animal health issues;
- ✓ the promotion of sanitary living conditions;
- ✓ the control of disease; and
- ✓ development of plans and resources in concert with state, regional and other local health officials to properly respond to public health emergencies.

Multi-talented Board members are able to reduce operational costs by providing a large portion of the expertise required for many aspects of the regular duties that would otherwise need to be hired out, including soil evaluations, septic system (Title V) inspections, food service inspections, and camp inspections. This year, members served on Pipeline Oversight committees at both the town and county level, attending multiple hearings and informational forums. Members distributed information regarding Avian Flu and supported restricting age on tobacco sales per Tobacco 21 legislation.

In addition to the five-member Board of Health, there are many other sets of hands involved in fulfilling the larger scope of Board of Health responsibilities.

- Lisa White, our town nurse, monitors infectious diseases (including investigations and the filing of required reports with the state), provides community education on a variety of health matters, helps residents connect with health and social services and develops special clinics to respond to important health needs. She regularly provides a walk-in wellness clinic serving Conway residents on the first Friday of each month at the Town Hall. The clinic provides basic health screenings, information, and assistance with other health needs. Home visits are available for those in need. Feedback continues to suggest that this is a very valuable resource for many residents.
- Each year, state law requires the Board of Health to submit the name of a nominee to the Department of Agriculture for the State appointed position of a town Animal Inspector. For the past two years, the position in Conway has been held by Joseph Colucci. He acts as both Barn Inspector and Quarantine Officer and makes more than 100 site visits per year. The Inspector is responsible for annual barn inspections to ensure that animals are in good health, free from disease and that water, food and shelter are adequate as well as to provide a census of the domestic animal population of the town. In recent years, the most significant duty of the Animal Inspector has been to act as Quarantine Officer in rabies control among the domestic animal population. There are several angles that the officer must cover to fulfill the charge of protecting the public including 1) monitoring domestic animals that may have had exposure to rabies; 2) making sure that a potentially exposed animal has a current rabies inoculation; 3) monitoring domestic animals that

have bitten a person; and 4) preparing potential wild or domestic rabies carriers for lab testing. The Board appreciates Mr. Colucci's efforts on behalf of the town.

- Tick testing through the Laboratory of Medical Zoology (LMZ) at UMass continued to be available for Conway residents in 2016. The program, originally paid by a grant, was free for FRCOG member towns in 2015. In July 2016, a \$30 standard testing fee was established and Conway entered an agreement with LMZ to pay a \$15 portion of each test fee (the remaining \$15 to be paid by the resident submitter) to extend the testing program. Each testing package included 1) identification of tick species; 2) high resolution photomicrographs of the tick; 3) assessment of the tick's feeding status; 4) tests for presence of pathogens common to the determined tick species; and 5) secure, private report delivered to the resident's email. Of the 31 tests from Conway, 22% were positive for Lyme Disease. Positives were also obtained for other tick-borne diseases.

The remaining 85 percent of the funds expended by the BOH are used in the management of the transfer station services including transportation and disposal of solid waste, hazardous waste and recyclables.

- During the 2016 calendar year, Conway residents produced 545 tons of combined compacted and bulky waste material, a decrease of 12 tons from last year's totals while about 264 tons (33 tons more than last year) of recyclable materials were shipped out of town or otherwise utilized. The recyclables included 121 tons of paper (a decrease of about 2 tons from last year), 80 tons of mixed containers (an increase of 2 tons over last year), 51 tons of scrap metal, tires, electronics, clothing, books, and other miscellaneous items estimated at about 63 tons.
- Conway residents seem to be consistent in their disposal habits. The average recycling rate for Franklin County Solid Waste Management district towns was 34.5% in 2016. Our recycling rate slipped below the district average and stood at 31.2 % (bulky waste and scrap metal are excluded). The Board would like to see the scales tip in favor of the recycling program as there are no disposal fees - the town pays only transportation costs, and also earns a return on recyclables.
- Transfer Station maintenance also comes at a cost. Because a "stump dump" once shared the transfer station site, the state DEP requires annual water testing and a detailed site inspection that includes a report on the condition of the cap. There are also costs for equipment maintenance, repair, and replacement.
- Nearly 200 residents signed a petition to change the scheduled Wednesday Transfer Station hours to 10:00 a.m. until 6:00 p.m. Saturday (9 am to 5 pm) and Sunday (8 am to 1 p.m.) hours remain unchanged.

The town's participation in the MassDEP Sustainability Grant Program has been an effort to encourage reduction of organics in the waste stream by providing residents with compost bins and kitchen scrap buckets, free of charge, on a first-come-first-served basis through an annual grant of \$500. The Board continues to look forward to the time when the town will be able to remove organic materials from the waste stream. The plan is to eventually create a space for disposal of compostables at the transfer station and a program for dealing with them without a large price tag. This past year the town received an additional \$1,400 grant through the Sustainable Materials Recovery Program. The amount was based on the town's current recycling program and is governed by guidelines and limitations as to how the funds may be spent.

Transfer station attendants deserve considerable credit for their efforts to encourage recycling and monitor the disposal of various materials. The BOH sincerely appreciates the dedication and commitment of all individuals that were part of the 2016 team - Butch Rose, Lee Gray, Jim Wakefield, Jim Allyn, and Paul Lloyd. Revenue generated through the recycling program during the 2016 calendar year was about \$13,000. Though these funds are no longer used to offset any of the transfer station costs, they do benefit the town. The BOH also recognizes the volunteers who spend many hours organizing the items that move through the swap shop (a.k.a. the "Conway Mall"). The project has been very successful through the years, benefitting many town residents. This community project can continue to succeed only through the commitment of everyone using the facility.

The Board of Health issued a variety of license and permits during the calendar year. Many of the permits dispensed by the Board require inspections before issuance. Board members and their agents conducted more than 200 site inspections in 2016. An additional \$6,310 was raised through permits and inspections

Calendar year 2016 - Board of Health

Licenses & Permits Issued

<i>Permit Type</i>	<i># Issued</i>
<i>New Well Installation Permits</i>	<i>05</i>
<i>Septic Disposal System Construction Permits</i>	<i>06</i>
<i>Septic Installers Permits</i>	<i>07</i>
<i>Waste Haulers Permits</i>	<i>06</i>
<i>Recreational Camp Licenses</i>	<i>04</i>
<i>Annual Food Service Establishment Permits</i>	<i>07</i>
<i>Annual B & B Kitchen Permits</i>	<i>04</i>
<i>Temporary Food Establishment Permits</i>	<i>13</i>
<i>Residential Kitchen Permits</i>	<i>04</i>
<i>Wholesale Food Permit</i>	<i>01</i>
<i>Outdoor Hydronic Heater Permits</i>	<i>0</i>
<i>Swimming Pool Permit</i>	<i>01</i>
<i>Beaver Remediation Permit</i>	<i>0</i>

Type of Inspection	# performed
Percolation Tests – New Lots	04
Percolation Tests – Septic System Replacement	04
Septic System Installation Compliance Inspection	11
Property (Title 5) Septic Inspection	18
Other Septic Inspection	0
New Well Siting and Inspection Visits	01
Food Service/Establishment Inspection	46
Inspections and Follow-ups of Various type	05
Camp Inspection	04
Animal Inspector site visits	n/a

Members of the Board are grateful to the residents of Conway for their continued support and invite people to attend BOH meetings held every second and fourth Monday at 7:00 p.m. in the Town Hall.

Appointments by the Board

Animal Inspector	Joseph Colucci
Burial Agent & Clerk	Virginia Knowlton
Transfer Station Attendants	Leroy Rose
	Leland Gray
	James Wakefield
	James Allyn
	Paul Lloyd

Respectfully submitted,
 Carl Nelke, Chair; William McLoughlin, Ann Gibson, Margaret Burch, Marie Iken

Board of Registrars (This report is based on Calendar Year 01 January through 31 December 2016)

PRESIDENTIAL ELECTION YEARS are always busy for the Board of Registrars and calendar year 2016 was even busier than usual. With three state elections generating a lot of voter interest, the annual town meeting and town election, and a special town meeting, members of the Board had their hands full with voter registrations, absentee ballot preparations and voter certifications. Extended sessions were held for each voter registration event for a total of 55 special registration hours. Registrars also certified more than 200 signatures on state and local petitions and nomination forms, held extended hours for petition drop-offs and monitored check-in at town meetings. An additional estimated 50 hours were required for petition and nomination paper drop-offs, monitoring check-in at town meetings, absentee ballot preparations and voter certifications.

A total of 140 new voters registered in 2016. Only 9 new voters actually registered during the 55 hours of special voter registration and another 16 new voters registered at the town offices during the Clerk's hours. Most new voters registered either by mail or through the Registry of Motor Vehicles.

Seventy-six voters were removed from the list due to relocation or death and 42 voters were moved to the inactive list bringing our total of active registered voters to 1,471 as of 31 December 2016.

- ◆ The count of active voters includes 565 Democrats, 143 Republicans, 743 voters with no party affiliation, 6 Libertarians, 7 Green Rainbows, and 5 United Independent Party and 2 voters of other political designations.
- ◆ About 43 changes including names, addresses and political parties were recorded among active voters.
- ◆ More than 40 voters submitted duplicate registrations through the RMV.

A total of 42 voters remained on the inactive list at the end of the year. Inactive voters may be removed from the voter list only in specific, clearly identified circumstances as described in Massachusetts General Laws chapter 51, section 38. The name of a voter cannot be deleted from the voter list unless:

- [1] the registrars have received a death certificate or death notice; or
- [2] the registrars have received a duplicate copy of an affidavit of registration from another community; or
- [3] the registrars have received a change of address notification from the registry of motor vehicles; or
- [4] the registrars have received a written request from the voter; or
- [5] the voter has not responded to a written notice and has not voted in the next two biennial state elections following that written notice, and has been notified in writing of the pending removal.

Since 1997, information for all town residents has been maintained through the Voter Registration Information System (VRIS) with the actual duties and responsibilities for maintaining the system falling to the town clerk.

Respectfully submitted,

Virginia A. Knowlton, Chairman, Lorraine Boyden, Aina Barten, Jack Ramey

Board of Selectmen

○ **Historical Records Gift**

The Town gratefully acknowledges a gift of a significant collection of Town Reports (1893-present, incomplete) from Dorothea Dige Bush (the wife of Raymond Bush, who was the son of Brady Bush) and Susan and Thomas McCarthy of Conway.

○ **Commonwealth Revisions to the Public Records Law**

The Board is carefully monitoring the proposed amendments to the Public Records Law. There are several amendments that would place an undue burden on smaller municipalities if the amendments are passed as is. The Board approved contact with Representative Steve Kulik on behalf of the Town regarding the proposed amendments to the Public Records Law. The FRCOG articulated a number of concerns, and the Small-Town Administrators of Massachusetts also planned to comment.

- **Capital Improvements Planning Committee**
The Board met and discussed capital planning with the newly revived Capital Improvements Planning Committee. The Town Administrator prepared background material for members of the Capital Improvements Planning Committee including his summary and recommendations; enabling legislation; outlines of presentations by speakers at regional conferences; sample bylaws; and a current matrix of capital planning in Town.
- **Tax Classification Hearing**
Lee Whitcomb presented the Assessor's recommendation, keeping a single tax rate for both residences and business. Lee Whitcomb said that valuations have been generally stable, with some softening in the commercial sector, due mainly to utility personal property value loss, as electronic equipment depreciates quickly after an initial spurt of new growth. The average residential value was \$255,500, down from a high of \$295,000 a few years ago. The expected tax rate was approximately \$16.68, up \$.51, or 3.15%, from the previous year. On the positive side, we have about \$363,546 in excess levy capacity, leaving the Town in excellent financial health. The Board approved keeping a single tax rate.
- **FRCOG's Pipeline Draft Scope of Services**
The Board approved the FRCOG's "Draft Scope of Services" as recommended by the Pipeline Task Force. The draft pertains to the Northeast Energy Direct Project (NEEDP) proposed by Kinder Morgan and the commitment of Town funds toward its implementation. FRCOG has already done a great deal of work on behalf of the Town, including the drafting of a noise bylaw and a template for a Motion to Intervene with FERC. FRCOG hired DC attorney Carolyn Elefant, an expert in these types of legal matters.
- **Hampshire Council of Governments Aggregation Plan Denied by DPU**
The Hampshire Council of Governments has had 35 municipal aggregation plans denied by the Department of Public Utilities. The Board is in favor of the Energy Committee researching alternatives to aggregate the electricity load of Town residents.
- **Commonwealth Community Compact**
The Board requested that the Town Administrator learn more about the Community Compact and proceed in the areas of the Compact that would benefit the Town. The Town could improve best practices in the areas of municipal Information Technology and Financial Systems. The Board is in favor of pursuing the benefits of the Community Compact.
- **Memorandum of Understanding (MOU) with the FRCOG**
The Board approved an MOU with the FRCOG regarding legal support for pipeline issues. The scope of services was provided by Attorney Carolyn Elefant to FRCOG. The legal services provided through FRCOG will make the Town's position stronger. The technical and procurement assistance to be provided by FRCOG will be helpful in the preparation of both comments on Kinder Morgan's application to FERC and on the draft environmental impact statement.
- **Energy Committee Proposed to Join Solarize Massachusetts**
The Board approved the proposal of the Energy Committee to join Solarize Massachusetts with the towns of Shelburne and Colrain to apply for participation in the Clean Energy Center's (CEC) "Solarize Mass" program. The coalition of the three towns marketed the program, contracted with prospective customers, and competitively selected a solar installation contractor. The CEC has changed its rules since the last time the Energy Committee considered this program and chose not to participate; now it gives the Town much more autonomy in choosing a solar provider. Citing bureaucratic hurdles and the expiration of federal tax incentives (30%) in December 2016, prompt action was important. Participation in the CEC program could bring up to \$5000 in grant funds to projects.
- **Proposal for Subscription-based Fixed Wireless for Downtown Conway**
The Board heard a proposal for an alternative to the Town's existing wireless service from Chris Gray of Ashfield, the owner and operator of Hilltown Networks. His proposal included installation of antennae and other hardware to make use of the Massachusetts Broadband Initiative (MBI) fiber optic connection at Town Hall to provide wireless access to locations beginning in the lower center of town, then expanding outward.
- **Proposal for a Nature Trail behind Conway Grammar School (CGS)**
The Board heard a proposal for a nature trail behind CGS. The proposal has the support of CGS and would consist of a basic nature trail, constructed by hand, in the wooded area and field directly behind the Conway Grammar School. The Board favors the project.
- **Review of Germain Scholarship Policy**
The Treasurer presented a revised Germain Scholarship Policy and revised application forms. The proposed policy is in review by the Board.
- **FRCOG Rental Equipment Contracts**
The Board acknowledged and accepted the FRCOG rental equipment contracts. This is a standard annual request from the Franklin Regional Council of Governments to acknowledge their rental equipment contracts. The Town uses this service occasionally.

- **Approved Lower Pioneer Valley Educational Collaborative (LPVEC) Contract**
The Board signed the Lower Pioneer Valley Educational Collaborative to buy heating oil and diesel for the Town. The LPVEC has been providing this service to the Town for several years, and receiving a good price.
- **Board Supports MMA Resolutions**
The Board voiced support for the Massachusetts Municipal Association (MMA) resolutions for the annual business meeting involving fiscal partnership and environmental partnership. MMA has stated its approval of cities and towns partnering with the Commonwealth to improve fiscal outcomes and proposed a resolution regarding partnership on environmental matters.
- **Health Insurance Costs Increase**
The Board reviewed the health insurance costs that are increasing by 6.4%, \$21,000 for the Town. The Frontier and CGS budgets will reflect this increase as well. The Hampshire County Insurance Trust rate is increasing less than that of the MIAA health insurance.
- **New Credit Card Policy**
The Board approved new a credit card policy developed by the Town Administrator and reviewed by Town Counsel. This policy will allow access to a credit card that will enable Town employees to purchase items for the Town from businesses unable to provide the Town with an account.
- **Board Reviewing the Town Budget**
The Board is moving through a comprehensive review of the budget for the next fiscal year. Departments have been very conscious of submitting their budget requests on time and the budget process is progressing smoothly.
- **Frontier, CGS and Town-Projected Operating Budgets**
The Grammar School operating budget went up a projected \$75,998; the technical schools \$33,878, and Frontier a projected \$48,798, for a projected total increase of \$158, 67. Non-school expenses rose about 2.13%; with school increases added in, the increase is 5.14%. Over the past three years, the rise has been quite steady at about 2.8% annually.
- **Report from Human Resources Consultant**
The Board received the Human Resources report from the HR consultant that included a market study in order to develop a fair/equitable/competitive compensation schedule for Town staff. He accomplished his three objectives: (1) developing consistent job descriptions; (2) developing a classification plan reflecting the knowledge and skills of each job description; and (3) developing a compensation plan keyed to the classification plan. The Human Resources study sections including job descriptions written in standardized form and the job classification plan were approved by the Select Board.
- **Policy on Family Members Serving on the Same Committee**
The Board has reviewed policy alternatives for family members serving on the same committee. Town Counsel has reviewed the policy and sees no legal issue with family members serving on any single committee simultaneously. The Board approved a recommendation to prohibit the practice in general, but allow exceptions under extraordinary circumstances.
- **Board's Letter to the Governor Supporting the MBI Build-Out for Partially Served Towns**
The Board wrote a letter to Governor Baker regarding the Massachusetts Broadband Institute's work on internet access to the Town. The letter urges the Governor not to "pause" the MBI last mile process of building out broadband Internet service to partially served towns, including Conway.
- **Proposal for a Botanical Inventory and Natural Resource Options Study**
The Board approved a proposal from the Open Space Committee to conduct a grant-funded botanical inventory and natural resource options study for the Rose Field by an internationally-renowned naturalist. This study would also provide relevant information to the Housing Committee for consideration in their study of the property.
- **Proposed Changes to the Solar and Junk Car Bylaws and Used Car Licensing**
The Board discussed changes with the Planning Board to the solar bylaw revision, a junk car protective bylaw, and a junk car general bylaw, noting that the Board had reviewed the used car licensing process in nearby towns before proposing the changes. There were overlapping concerns with the Energy Committee pertaining to the solar bylaw revision and related work beginning on trails behind Conway Grammar School.
- **Pipeline Task Force Proposed Support for the Intervention of the Town of Montague**
The Board supported the request of the Pipeline Task Force for water and air quality testing and support for the Town of Montague, one of few entities granted intervenor status by FERC, which hired a lawyer to review the data that Kinder Morgan must provide. The Board considered the need for increased capacity for natural gas not being met through existing means, and the dangers posed by the increased use of roads by delivery trucks.
- **Human Resources Study Initial Sections Approved**
Human Resources study sections including job descriptions written in standardized form and the job classification plan, were approved by the Select Board. The next task is to review and approve policies and procedures for a compensation plan.

- **Opening Day of the Cal Ripken Baseball Season held on Conway Community Field**
The Board approved the Opening Day parade and ceremonies on April 30 for Cal Ripken baseball season start. Board made opening comments and congratulated the Cal Ripken League for their work with youth baseball in the Towns of Conway, Deerfield, Sunderland and Whately.
- **Town Hall Insulation Project**
The Energy Committee recommended contractor services for the redesigned Town Hall insulation project. The Board voted to accept the recommendation and proposal of Sensible Solutions to insulate the exterior of the Town Hall using an efficient multi-layered system with a simulated brick façade adding this R-20 system to the existing R-4 of the current insulation for a total insulation value of R-24. The project would be paid for with existing Green Communities funding.
- **Community Solar Project behind Conway Grammar School**
The Energy Committee received a bid for the design phase of a community solar project located behind the Conway Grammar School to be paid for with a technical assistance grant. The Board reviewed the proposal and voted to approve the project feasibility study that would develop a business plan, bid-ready specifications to build the solar array and potential funding models. The Town would own half of the array that could provide power to the Conway Grammar School and residents could buy shares in the remaining half.
- **Public, Education, and Government (PEG) Access Contract**
The Board reviewed a proposal from Frontier Community Access Television (FCAT) to change the regulated process of procuring PEG Access funding. The change in the process made the procedures for managing PEG Access Funding more complicated. The Board rejected the proposal as unnecessary in that FCAT would most probably not have any serious competition for the contracts, and questioned the need to go through the 30B procurement process.
- **Town Budget for FY2017 Approved**
The Select Board, Finance Committee, Department Heads and other boards, commissions and committees worked very hard and made difficult choices to present a reasonable budget for FY 2017 to residents. The Select Board approved the final warrant articles involving finances.
- **New Fire Pumper Truck Approved**
The Select Board based on the recommendation of the Capital Improvements Planning Committee and the Fire Chief approved a proposal for a new fire pumper truck in the amount of \$435,000. This vehicle will serve as a fire truck and emergency response vehicle, replacing the 25-year old pumper truck that has reached the end of its useful life. The new fire pumper truck will be paid for primarily through stabilization funds allocated for this replacement and some borrowing.
- **General Liability Insurance Policy**
The Board reviewed the Massachusetts Interlocal Insurance Association (MIIA) proposal for general liability insurance for the Town. MIIA provides insurance for most of the municipalities in the Commonwealth. The Board approved the proposal of MIIA for FY2017.
- **Regional Kennel Agreement**
The recently formed regional kennel operated by the Franklin County Sheriff's Office provides important services for animals that have been separated from their owners and supports our Animal Control Officer. The Board approved the extension of a regional kennel agreement with the Franklin County Sheriff's Office.
- **Fournier Sheep Barn**
The Fournier Sheep Barn provides important storage for Town highway vehicles and equipment. The Board approved the lease agreement and voted to execute the annual lease for FY2017 with owner Gregory Rose.
- **Festival of the Hills to Go Private**
The Board approved the warrant article to dissolve the Festival of the Hills Committee, a Town committee, to enable a private, non-profit organization to take its place. The new organization understands that it will be responsible for reimbursing the Town for the cost of police, fire and ambulance services previously provided by the Town without cost at their events.
- **Germain Scholarships**
The Town has received applications for the Germain Scholarships awarded each year. The Select Board reviewed applications and held a separate scholarship meeting to reconcile the opinions of the Board members and award scholarships to the applicants. The Board, as Trustees of the M.B. Germain Trust Fund, awarded \$12,500 in scholarships.
- **Change Town Clerk from an Elected to an Appointed Position**
The Select Board approved a warrant article to change the position of Town Clerk from an elected to an appointed position. The position of Town Clerk has become very demanding due to ever-increasing Commonwealth requirements. Any changes to the position of Town Clerk should be made based on experience and expertise. This is more likely to be accomplished through appointment rather than by election.

- **Historical Cemetery Work Continued**

The Select Board, as Trustees of the C.S. Boyden Trust, approved funding the continuation of cemetery work including researching, recording and mapping graves in Town-owned and privately owned cemeteries. This update also included the possibility of using ground-penetrating radar, courtesy of UMass, to identify empty plots which the Town could sell. The project scope was expanded to include burial plots on family land.

- **Select Board Appointments to Regional Representation**

The Select Board voted to following regional representations: John O'Rourke to the Franklin Regional Council of Governments (FRCOG), Frontier Community Access Television (FCAT) and Upper Pioneer Valley Veterans Services District; Robert Baker to the Franklin Regional Transit Authority; Bob Armstrong to the Frontier Community Access Television (FCAT) and Greater Franklin Regional Comprehensive Economic Development Strategy Advisory Committee.

- **Franklin Regional Housing and Redevelopment Authority**

The Town works with the Franklin Regional Housing and Redevelopment Authority (FRHRA) through a grant program to assist residents with home improvements. The Town presently has six projects on the waiting list. The Board voted to continue working with FRHRA to assist residents with their grant applications.

- **FRCOG Cooperative Highway Products and Services**

The Select Board approved and executed a contract with the FRCOG for a Highway Products and Services bulk buying program to reduce the cost to the Town for these items.

- **Mohawk Trail Woodlands Partnership Plan**

Peggy Sloan from FRCOG explained the history and development of the plan. The Plan is meant to be implemented mainly through conservation restrictions, though it is recognized this is a burden on municipal budgets, and there is a mechanism for funding assistance. The Framework and Recommendations include a multi-use visitors' center; research and development; marketing; and education. The Town can opt in to the Plan, either through a Select Board vote or a Town Meeting vote. Towns with a good deal of land already protected might be more interested in the economic development aspects of the Plan. There is also a draft business plan as an aid to long-term success. The partnership idea is important, especially regarding entities such as the Franklin County Community Development Corporation, for managing the proposed revolving loan fund. Special legislation to implement the plan has been developed with Representatives Kulik and Mark. The Select Board voted to write a letter to support the legislation.

- **MacDonald Initiated Claim Against Town**

Former Town Administrator Ed MacDonald filed a claim against the Town for alleged improprieties. No court dates were set.

Respectfully submitted,
John O'Rourke, Chair

Capital Improvements Planning Committee

The Capital Improvements Planning Committee was reorganized in 2016. The only activity revolved around the acquisition of a new pumper fire engine for the Conway Fire Department. We worked closely with Chief Robert Baker and his committee examining all the details of truck specifications and methods of acquisition. We are confident that the Fire Department has purchased a truck that will fulfill their needs while being sensitive to the high cost of this specialized equipment.

We look forward to working with the other town departments as their capital needs arise. In line with that, the Capital Planning Committee will work to establish the long-term capital needs of Conway so that these items will be planned for in advance minimizing large unexpected expenditures.

Respectfully submitted,
Dana S. Goodfield, Chairman

Community Preservation Committee

Revenue in FY16 was:

\$75,163.58 in taxes

\$72,149.00 in state matching funds

\$16,549.74 in interest

\$163,862.32 in total

As of 6/30/16 the CPA fund balance is \$505,728, with \$124,337 voted to projects but not yet spent (so \$381,391 available) and of that:

\$58,708 is reserved for open space,

\$85,829 is reserved for housing,

\$37,781 is reserved for historical preservation,

leaving \$199,073 of unreserved balance.

Expenditures in FY'16 were:

Administrative Expense: \$ 352.96

Stilt grass Control \$ 1,233.50

Frontier HS Tennis Courts \$ 6,000.00

Ball field Improvements: \$ 600.18

Community Housing: \$11,400.00

Respectfully submitted,

Peter Zale, Chairman

Conservation Commission

The Conway Conservation Commission works with the community to protect wetlands, buffer zones, rivers, and streams, and to assume the role of steward for conservation restrictions on behalf of the Town. The Commission's responsibility is to bring an environmental perspective to the ongoing interaction between the environment and projects being undertaken within the Town. As the local representative of the Commonwealth Department of Environmental Protection, the Commission is charged with the primary enforcement of the Wetlands Protection Act and the Rivers Protection Act, two statewide laws.

It is the responsibility of the Commission to make formal determinations for landowners and homeowners as to whether the requirements of the Wetlands Protection Act or Rivers Act apply to their projects, and to work with landowners to balance their needs and rights with the requirements of the Acts. This process is done by the Commission interpreting the regulations that have been promulgated by Massachusetts upon inquiry by citizens and landowners by means of a Request for Determination of Applicability of the Acts (RDA) or a Notice of Intent (NOI) to do work within a designated area of jurisdiction.

The Commission consists of four members and an associate member, volunteers who meet approximately twice a month (the second and fourth Tuesday of each month at 7:30 at the Town Hall) depending on the workload, to review projects and assist landowners. Currently the members are: Bruton Strange, Marcelle Morgan, Peter Zale, Robert Nowak (Associate Member), and John Gates, Chair.

The Commission has obtained and attached to the town web page a helpful summary as to landowners' rights and responsibilities (see Con Com Helpful Links: Wetlands Protection Act Brochure). The proposed budget for Fiscal Year 2018 remains as last year at \$1050.

This past year saw the termination of the proposed Kinder-Morgan pipeline project and completion of the South River flood mitigation construction, completed in the fall of 2016. In the past fiscal year (July 1, 2015 to June 30, 2016) the Commission has acted on 8 Requests for Determination of Applicability, 1 Notice of Intent, and 1 Emergency Certification for work necessitated by storm damage. In addition, the Commission reviewed multiple Forest Cutting Plans and reviewed, or made site visits, for multiple building permit applications (continuing to include many solar array installation projects).

Respectfully submitted,

John C. Gates, Chair

Council on Aging

Every community throughout the Commonwealth of Massachusetts has a Council on Aging (COA) created by the Executive Office of Elder Affairs under Ch.40, s.8B of the Massachusetts General Laws. The Conway COA is a group of volunteers who meet monthly to assess the needs of Conway's senior population and to plan programs to meet those needs. Anyone who is interested in or has concerns related to elder affairs is welcome to attend these open meetings. As in past years, the COA continues to advocate for elders in the community.

Chief among the council's concerns is the health and wellness of elders. A bimonthly foot screening conducted by a registered nurse

with podiatry as a specialty is held at Town Hall. The town nurse holds a monthly First Friday open house during which residents can have their health checked and express any concerns they may have. In addition to conducting health screenings, the council maintains a collection of durable medical equipment that residents are welcome to borrow.

A senior exercise class is held weekly between September and May. The aims of this class, which includes weight training, are to maintain flexibility, increase cardiovascular endurance and build muscle strength. A weekly gentle yoga class for seniors, funded jointly by the COA, the Conway Parks and Recreation Committee, and the Friends of West County Seniors, continued to be well-attended in FY2016. On Mondays from April through November a walking group takes easy walks around town.

Conway seniors who live alone and/or have special needs are visited each month by a Triad officer. There are currently twenty Conway seniors enrolled in this program. Meals on Wheels delivers daily meals to seniors who need this service. Meals on Wheels drivers also function as a wellness check for shut-ins.

Social events have included monthly senior lunches in spring and fall, as well as an August picnic held at the Conway Sportsmen's Club. Special holiday dinners are held in November and December. Intergenerational activities have featured lunch with students at the Conway Grammar School.

Notes on senior issues, concerns, and events are published each month in the UCC *Visitor*. The Senior Calendar provides a quick review of each month's activities.

Monies from a Formula Grant from the Executive Office of Elder Affairs and a town grant underwrite the council's programs. Each fiscal year the COA creates a budget that is sent to Elder Affairs as part of an application for the Formula Grant. At the end of the fiscal year, the COA files an annual report with Elder Affairs that includes statistics on the population served, the number of volunteers and volunteer hours, and specifics of the services provided to Conway elders.

The COA's goals for the coming year are to continue to support ongoing programs and to develop new programs to meet future needs. The COA is grateful to the townspeople and the town for the support given to all seniors and for the use of Town Hall.

Respectfully submitted,
Patricia Ann Lynch – Chair; Julia Clark, Winona Corse, Patricia Kocot, Margaret Tiley

Cultural Council

The Conway Cultural Council is a group of volunteers who oversee and administer a grant program funded by the Massachusetts Cultural Council, a state agency. Council members serve for three years, and currently include Polly Byers, David Balkema, Joanne Clapp, Julie Petty, Erica Wurtz, and our newest member Gisele L'Italien.

Grant funds are intended to benefit our community by supporting programs and events in the arts, humanities, and natural sciences. The Council meets in November/December to review grant applications and make funding decisions.

Our goal is to fund programs and events that provide citizens with affordable entertainment, education, and opportunities for creative growth. Our priority is programming that includes local artists, individuals, and groups, and that directly benefits our town. We also strive to serve a wide range of age groups, from preschoolers to our senior citizens.

For fiscal year 2016 we reviewed 29 proposals and awarded a total of \$6,311 to 22 grantees. We were pleased to support several high-quality, Conway-centered proposals. We funded, or help fund, programs at the Field Memorial Library, events at the Conway Grammar School, a project researching early roads and foundations in Conway, the Conway Historical Society, as well as many other programs that benefit Conway citizens such as Mohawk Trails Concert Series, the Charlemont Forum, the Art Garden, and many others. We welcome proposals for programs from Conway residents, especially local artists and educators; please speak to any of us if you have an idea for a program you'd like to see in our town.

Respectfully submitted,
Polly Byers, Co-Chair

Energy Committee

No written report submitted.

Festival of the Hills Committee

No written report submitted.

Finance Committee

No written report submitted.

Historical Commission

2016 was a year of concentrated historical research by members of the Historical Commission, in preparation for the production of the book that we hope to publish to mark the 250th anniversary of the year that the Southwest Division separated from the Town of Deerfield to become the District of Conway. Our sources widened and our research deepened enough during 2016 that, mid-year, we made the decision to take the necessary time to follow important leads and to gather pertinent material, rather than to try to publish, no matter the state of the work, by the June, 2017 anniversary celebration. This decision was made together with the primary researcher/editor of the proposed genealogy section of the book. We are grateful to all of those who have contributed knowledge, time, or records from their family archives for our review and use. We want to do justice to those contributions by taking the time to document, understand, and incorporate them into the work at hand.

The Commission's most time-consuming book-related research is deed and mapping work intended to accurately locate the roads and homesites established during Conway's first thirty-four years of settlement. With the help of a Global Positioning System (GPS) device, and landowners in the various neighborhoods, as we reach them with site walks and research, we're slowly documenting those old sites, and building an informative collection of material that's often new to us. We've learned, for example, of the discovery, in 1788-1789, of a 30-acre silver mine in Conway, whose location has (so far) been lost to history, and that John Hancock, first Governor of the Commonwealth of Massachusetts, in addition to his role in the formation of the new nation, owned land within the boundaries of today's Burnett farm on the west side of town (north of an abandoned county road that was laid out in 1766.)

The most challenging part of the mapping work is accurately locating the original Proprietor Lot range lines – which were mostly established in 1762 – on the Assessors' current tax maps, in order to help pinpoint where old homes and roads were in relation to current property boundaries. We've been progressing north from the southern boundary of town, and seem to be making measurable progress. We hope to present part of this work-in-progress at a public event in the fall of 2017. When completed, we plan to publish the resulting maps as part of the proposed book.

Meantime, we're assisting with research for some of the events planned for the June, 2017 250th celebration, including a CRICKET Hill history hike, and, with the assistance of summer intern Caitlin Burnett and others, hope to arrange conduct a handful of oral history interviews during this anniversary year.

In late September, 2016, our 250th-focused work was paused while we dealt with a project connected with the Town Hall building on Academy Hill Road. We learned, after a bid had been awarded and preliminary work began, that the town Energy Committee had arranged for the application, with adhesive, of 4-inch-thick polystyrene insulation panels (designed to look like brick) on the brick surface of two of the four exterior walls of the Town Hall – as part of a half-funded two-phase project, with first phase funding provided by a state Green Energy grant that the Energy Committee obtained several years ago. Because the Town Hall is part of the Conway Historical District, a National Register-listed district, and state grant funds were involved, the state agency issuing the grant was required to notify the Massachusetts Historical Commission (MHC) about the proposed work. That step was evidently omitted by the state agency involved, and we pointed out that the MHC had not given its approval for the planned exterior insulation work to proceed in the historic district.

The temperature-dependent fall installation of the insulation panels was therefore put on hold while the MHC reviewed the funded Phase One plans, as contracted. We wrote a letter to the MHC, after details came to light about the phasing of the work, expressing the local Commission's preference for a focus on interior insulation work in the Town Hall, rather than what would be essentially a permanent change to the building's exterior appearance. In late November, 2016, the MHC issues a preliminary determination that the proposed work, as bid, would have an "adverse effect" on the surrounding historic district, and asked for an update on the town's plans. Those plans have apparently since changed to focus on more traditional insulation work under and around the rafters and ceiling of the former gym on the Town Hall's second floor.

In late 2016 the Historical Commission also faced the need to understand how to apply a complicated 28-section, 30-year exterior preservation restriction (with repayment provisions) that the Community Preservation Committee (CPC) and Selectmen asked the United Church to sign, following the spring, 2012 Town Meeting vote that provided the church with \$100,000 in grant funding from

the Community Preservation Fund for mold remediation and other church repairs in 2012-2013. The church signed the document in the fall of 2012, and the restriction is now attached to its deed. The effort to decipher that binding legal agreement, initiated by a proposed window replacement project, was accelerated by the damage to the church edifice caused by the destructive February 25, 2017 tornado, with which the Town and church are contending as of the writing of this report.

Two significant membership changes took place on the Historical Commission in 2016. Valuable veteran member Mary Merriam formally stepped down, after 20 years of dedicated service that culminated in the long-sought reconstruction and reopening of the covered bridge, and Willis ("Bill") Burnett volunteered to take her place. Mary's wide experience, gentle, thoughtful demeanor, and non-nonsense, independent point of view on Commission matters are missed by all of us. Bill, a descendant of 1781 settler Archibald Burnett, had been helping us with some of our 250th research before offered to join the Commission and, since coming aboard in July, 2016, has already proved to be a valuable contributor to many facets of the Commission's work, including the GPS mapping project.

We welcome input from anyone who's interested in Conway's past, or is or was connected with Conway, as we approach this anniversary year's significant milestone.

Respectfully submitted,

Sarah Williams – Chair; Cynthia Bluh, Willis Burnett, Malcolm Corse (HC member on CPC, FY12-FY17), Carl Darrow, Mary Merriam, Laura Nicholls-Shaw, Yulia Stone

Housing Committee

The Housing Committee continued to be active throughout the 2016 fiscal year, focused on obtaining Senior Housing for our residents. Our 2014 market study told us that 700 Conway residents are over 55 years old. Our survey then told us that 25% of those surveyed (97) were "highly interested" in living in a senior complex in town. Finding suitable land for this project has been a considerable frustration especially as we watch neighboring towns move forward filling this needed housing gap. Valley towns often have the advantage of town water and town sewer. They can sometimes choose from more than one flat, open, dry parcel. We love our town, but this type of parcel is rare.

Our activities this year mainly included maintaining our focus on the "Town-owned Land on Shelburne Falls Rd/formerly known as the Rose Field." We had been committed to looking there exclusively until an obstacle was reached. That did occur when we learned that highly-specialized fill (with no organic matter) is required for under the buildings and beyond, as it slopes up from the river buffer zone. This would be at a cost of about \$700,000. The town would not be expected to pay that amount, and this would make this location much less attractive to a developer who would have to absorb that cost, thus driving up the price of the units. For that main reason, we are no longer considering that parcel.

In our discussion about financing a senior complex, we are committed to not raising taxes. We have considered a multi-faceted financing formula including CPA funds, some Guilford funding, market rate purchase, green grants and conventional mortgage. We also would like to consider the offer by one or more benefactors, seeking a legacy gift to the town, in the form of a donation. We also look to our community to consider a donation or offer a purchase of a parcel of land. Lastly, additional members to our committee are always welcome. These appeals are on-going.

This information pertains to FY2017 through December 31, 2016:

During the summer, two other parcels were explored. The first was the Matus parcel on Whately Rd, just beyond the beaver pond. The pros and cons were discussed, with flat, open land an advantage. Against it was the distance from activity near town, but we envisioned it becoming its own community, much like the project in Westhampton. Lastly, we spoke with the soils engineer who perc tested the parcel, to find that it would only perc for two units, in that the land is on considerable ledge and wet land unable to drain.

During the summer, Housing participated in two joint meetings of Land-Use Committees, those Town committees whose projects would need land. These included Planning (downtown leaching field), Energy (solar), Town Garage, Safety Complex, and Housing. In September, brought to our attention by a Planning Board member and encouraged by one abutter, we began to explore the Sheehan/Robertson parcel on Maple Street. This parcel was for sale through a realtor, and included four flat acres, a large barn and a farmhouse that would be a tear-down. The price reflected that. The Committee envisioned placing four units where the house stood, using the barn structure for four more units, and placing a four-plex in a complementary way on the remaining acreage, considerate of neighbors. As much land as possible would remain open. There would be less impact on the neighborhood if our units filled the footprints and visual outlines of the pre-existing structures on the land. The plan was for CPA funds to make that purchase, under the stipulations of Affordable Housing, Historic Preservation and Open Space.

Considering non-town-owned land is far more complex a process, in that it involves a purchase. By December, the Committee went before the Select Board to ask that they sign an “Intent to Purchase” (different from a Purchase and Sale) with six contingencies. These included, among other things, a perc test for the 12 units, a critical component to any parcel for Senior Housing. As of the time of this report, however, the Sheehan/Robertson property is no longer being considered as an option for the project.

Most recently, we have elaborated on our Town Webpage “Housing” section to create a Q&A format where community questions and answers can be shared with all. There is a thorough explanation of the why’s and how’s of this project, with photos of comparable projects nearby and a list of parcels already considered. As we identify and analyze any particular parcel, updates will be posted there also.

Respectfully submitted by:
Pixie Holbrook (Chairperson), Donna Crabtree, Ellen Lomastro

Open Space Committee

Between July 1, 2015 and June 30, 2016, the Open Space Committee considered some issues which never materialized: a potential new cell phone tower on private land, and a land preservation project in the Shirkshire area. We supported the third year of the Invasive Stiltgrass Control Project – diligently spearheaded by Michele Turre with funding from the Community Preservation Act. We met with the Assessors to review their elaborate Land Classification statistics. In addition to state prescribed classifications, the Conway Assessors are using additional definitions, leading to their conception that much of the town is “restricted” from development. In fact, only 24% of the town’s 24,405 acres is permanently protected through Agricultural Preservation Restrictions (APRs) or Conservation Restrictions (CRs). Much farmland remains vulnerable to development as does environmentally sensitive habitat. Future attention is better focused on prioritizing these areas, as recommended by the town’s Open Space & Recreation Plan.

We followed progress of final approvals for the South River Flood Plain Restoration Project on the Town-owned field off Shelburne Falls Road near town center. Administered by the Franklin County Regional Council of Governments (FRCOG), the project commenced in summer 2016 and was completed by fall. The Committee began addressing what to do about the inundation of invasive plants around the edges of that field, particularly Japanese Knotweed, bittersweet, honeysuckle and multiflora rose. The invasives overtake native plants, effect habitat for threatened animals and constrain recreational use of the property’s perimeters.

Clearing invasives for the Flood Plain project opened lovely views of the South River – which will be soon overgrown without professional treatment.

The Town Administrator notified the Open Space Committee (OSC) that funds from a special state grant remained available to implement the Open Space & Recreation Plan. These were used for a *Clearing the Way: Invasive Plant Demo* with Naturalist Laurie Sanders in September. Over 25 participants learned safe and effective control methods for their own property. The demonstration was held at the Shelburne Falls Rd. town field – renamed the South River Meadow by joint agreement of the Ad-Hoc Park and Open Space Committees. Citizens are encouraged to review *A Natural History Assessment and Recommendations* for that meadow at <http://www.townofconway.com/2016/12/riverbend-meadow-proposal-open-space-committee/>.

Many people now know that Monarch butterflies need milkweed plants. But did you know they should be cut around the 3rd week of July? The tender shoots which reemerge are what monarchs like to feed and lay eggs on!

Respectfully submitted, Janet Chayes, Chair; Michele Turre, Jack Farrell, Melissa Patterson, Andrew Levchuk

Parks, Recreation & Trails Committee

Fiscal year 2016 was a transitional year for Conway Parks, Recreation and Trails. The Committee saw the completion of the ball field project as a major accomplishment. In addition, Conway Youth Sports was absorbed under the Parks, Recreation and Trails Committee umbrella for a variety of reasons, streamlining these two complimentary groups and allowing for better cooperation and use of shared assets. FY16 also saw the departure of several long-time Committee members. New members and a new Chair were sworn in in early FY17.

Respectfully submitted,
Jason Hunter

Personnel Committee

The committee reviewed the report on job classifications and descriptions, and recommended those categorizations to the Select Board.

Pipeline Task Force

The Pipeline Task Force was asked to gather information regarding the NED Proposed Natural Gas Pipeline and, to the extent possible, assess the impact of the proposed pipeline on the Town of Conway. Members of the task force have represented the town on the FRCOG Regional Pipeline Advisory group and represented it on the Municipal Coalition Against the Pipeline (MCAP).

Much of the work of the task force was done during Fiscal Year 2016. This work includes a comprehensive report based on a thorough review of the July reports filed by Tennessee Gas / Kinder Morgan as part of their pre-filing with the FERC. Subsequent materials released by Kinder Morgan in November of 2015 were reviewed by members of the task force, with assistance from the members of the participating committees and members of the community.

The Task Force supported the efforts of the Planning Board to put into place the bylaw related to large scale industrial and commercial facilities. The task force backed a warrant article to support the Town of Montague's proposed legal intervention at the Department of Public Utilities.

Members of the task force gave testimony on behalf of the Town at a hearing of the Energy Facilities Siting Board, the FERC Scoping Session, and a hearing presided over by Senator Stanley Rosenberg.

The work of the task force, while separate from the committees and boards of its members, benefited greatly from the input of concerned citizens, standing committees and boards, members of Conway PLAN, and representatives from neighboring communities who all worked to understand the proposed pipeline and its impact on our Town and wider community. The task force recognizes and appreciates that effort.

Kinder Morgan withdrew the application for the NED project in May 2016 at which time the work of the task force concluded.

Respectfully submitted by members of the Ad Hoc Pipeline Task Force: Meg Burch, Board of Health; Marcelle Morgan, Conservation Commission; Sue McFarland, Planning Board; Jim Moore, Select Board

Planning Board

The Planning Board of five elected members was authorized at a Special Town Meeting in October, 2011. The first meeting of the board, elected in May, 2012, was held on June 14, 2012.

Meetings are held on the first and third Thursdays of every month, at 7:00PM at the Town Office.

Mission Statement:

The Planning Board is responsible for drafting, amending and modifying zoning By-Laws, and granting Special Permits. It is charged with creating a Master Plan that forecasts the long-term needs of the town with respect to: housing, land use, economic development, environmental concerns, services and facilities, conservation, and recreation. The Board will make studies, hold meetings, authorize technical research, prepare plans, and develop proposals with regards to the future needs of the town.

Members from May 2015 to May 2016 were: Joe Strzegowski (Chair since June 2014, representative to Shelburne Falls Road Property-related committees: Housing, Open Space, Flood Mitigation, Planning Board representative to Regional FRCOG Planning Board and Regional Pipeline Advisory Committee, Waste Water Treatment Feasibility Study Committee representative), Mary McClintock (Vice-Chair), David Barten (until May 2015) (resigned May 2015), Dave Chichester (Clerk, Rose Property/Town Park Committee representative, Waste Water Treatment Feasibility Study Committee representative), Sue McFarland (Ad Hoc Pipeline Committee representative, Community Preservation Committee representative). Tami Borton was appointed in May 2015 to complete David Barten's term until May 2016. Tami Borton resigned in March 2016. Andy Jaffe was appointed as an Associate member in May 2015, and would serve as a voting member for Special Permits as determined by the Chair.

Members from May 2016 until present are: Joe Strzegowski (Co-Chair since June 2015, representative to South River Meadow Property-related committees: Housing, Open Space, Flood Mitigation, Planning Board representative to Regional FRCOG Planning Board and Regional Pipeline Advisory Committee, Waste Water Treatment Feasibility Study Committee representative), Mary McClintock (Co-Chair), Dave Chichester (Clerk, Town Park Committee representative, Waste Water Treatment Feasibility Study

Committee representative), Sue McFarland (Ad Hoc Pipeline Committee representative, Community Preservation Committee representative), Andy Jaffe (Archivist and Documentarian).

In May 2016, the Planning Board elected officers for the 2016-2017 year: including Joseph Strzegowski and Mary McClintock as Co-chairs and Sue McFarland and Dave Chichester as Co-clerks. Beth Girshman was appointed as an Associate member in November 2016 and would serve as a voting member for Special Permits as determined by the Chair.

From July, 2015 until June, 2016, the Planning Board:

- 1) Conducted a Public Hearing and voted to issue a Special Permit filed by Russell and Kate French to erect a new garage on their lot on Delabarre Avenue.
- 2) Responded to requests for information about a potential cell tower in Conway.
- 3) Heard reports on the Fluvial Erosion Hazards project.
- 4) Discussed the subject of junk/unregistered cars and how to better enforce existing bylaws.
- 5) Discussed the reports of the Ad Hoc Pipeline Task Force, Regional Pipeline Task Force, and the Ad Hoc Wastewater Treatment Committee.
- 6) Conducted an information session about a proposed General Bylaw on Noise and Earth Removal for Large Scale Industrial and Commercial Facilities. The Town voted unanimously at a Special Town Meeting in February 2016 to approve the Bylaw.
- 7) Heard reports about potential construction of a cell tower for Verizon antennas.
- 8) Discussed a possible large solar installation proposed by the Energy Committee.
- 9) Discussed possible zoning bylaw changes related to 1) large-scale solar installations and 2) special permits related to used car sales.
- 10) Responded to a request from a resident to establish an additional access to his property.
- 11) Requested that Planning Board be included in the Town's central IT system for digital storage of PB documents.
- 12) Proposed a joint meeting of the Planning Board and the Zoning Board of Appeals to clarify roles and authorities.
- 13) Held Public Hearings and prepared Warrant Articles for May 2016 Town Meeting related to keeping unregistered motor vehicles and adding two parcels of land to the current Solar Overlay District.
- 14) Reviewed and signed plot plans for landowners dividing land and selling land to the state.
- 15) Responded to the decision by Kinder Morgan to withdraw their application to the FERC for the Northeast Direct Pipeline.
- 16) Held joint meetings with the Energy Committee to discuss clarification of and possible revisions to the Solar Bylaw, review the Town Meeting discussion regarding the warrant article proposing the addition of two acres of land to the current Solar District layout at the Conway Grammar School, and consider ways to describe size of solar arrays in bylaws.
- 17) Planned a meeting of town committees and departments with need for land-based projects in Conway, including town garage, senior housing, solar garden, parks and recreation, open space – nature trail, school reserve septic system, safety complex, wastewater, and agricultural needs.
- 18) Drafted job descriptions and task lists for each role on the Planning Board.
- 19) Heard reports on plans for and execution of South River Mitigation Project.
- 20) Referred landowners with questions re: building lots to the Zoning Board of Appeals.
- 21) Responded to requests to name private roads.
- 22) Discussed complaints received by the Town Administrator from Conway citizens about junk, trash and unattractive nuisances at several town home sites, including consideration of Bylaw definitions and the role of public health and safety issues and the Board of Health.
- 23) Developed a table of contents for the Town's zoning bylaws to ease access to the document.

From July, 2016 until January, 2017, the Planning Board:

- 1) Conducted a meeting of town committees and departments with need for land-based projects in Conway, including town garage, senior housing, solar garden, parks and recreation, open space – nature trail, school reserve septic system, safety complex, wastewater, and agricultural needs. The meeting focused on identifying and defining each party's land use needs as they view them into the future.
- 2) Discussed issues pertaining to "blighted areas" in town.
- 3) Conducted a meeting of town committees and departments with need for land-based projects to discuss the several Sheehan properties for sale on Maple Street and Academy Hill Road and whether any of those properties would be suitable for town land-use needs as described at the joint committee land-use meeting.
- 4) Discussed ground-mounted solar array setbacks in relation to neighbors' properties and drafted a possible revision to Conway's Protective Bylaws that address setbacks for structures that aren't buildings. The Planning Board will bring a proposed revision to the Bylaws to the next Town Meeting.

- 5) Discussed the 61A Agricultural exemption on the Town Property on Shelburne Falls Road and plans to continue the agricultural use of a portion of that property.
- 6) Reviewed the Office of the Attorney General's decision not to ratify the Town Bylaw changes made at the May Town Meeting because of procedural errors (should have been adopted as zoning bylaws not general bylaws).
- 7) Attended the All Committee town meeting in October.
- 8) Met with the Energy Committee and Selectboard to hear reports on a proposal to site a large-scale solar installation on town-owned land adjacent to the Grammar School.
- 9) Held a joint meeting with the Open Space Committee to hear a natural history assessment of and recommendations for the South River Meadow Park property (town-owned land on Shelburne Falls Road formerly known as the Rose Property).
- 10) Responded to complaints from a neighbor about noise and gravel excavation on a property in town.
- 11) Responded to and approved a request for a Special Permit to create an accessory apartment in an existing dwelling.
- 12) Created an Errata Sheet for the Conway Master Plan related to size of solar energy farms (not 4 gigawatts, should be 4 megawatts).
- 13) Developed a Checklist for steps involved in responding to Special Permit applications.
- 14) Heard reports on the Wastewater Committee's work to develop bidding specifications for going out to bid for retaining an engineer for the project.
- 15) Developed a proposed bylaw revision regarding setbacks for ground-mounted solar arrays and other non-dwelling structures.
- 16) Discussed possible Town responses to the November election results related to the legalization of recreational marijuana, including whether the Town should impose a moratorium on retail sales of recreational marijuana until after state regulations are clearer and whether the Town needs a separate bylaw dealing with sales of recreational marijuana.
- 17) Discussed the zoning bylaw implications of proposed senior housing, researched how other towns handle Age Restricted Housing in their bylaws and state laws related to such housing, and worked on drafting possible zoning bylaws related to such housing. Awaiting further guidance from the Senior Housing Committee.
- 18) Discussed and researched a proposal by FRCOG to inventory Town-owned land its potential suitability for leasing to farmers as agricultural land.
- 19) Heard a report about the Town Park Committee's meeting with the Open Space Committee about the South River Meadow Park property and the disbanding of the Town Park Committee.
- 20) Applied for a District Local Technical Assistance Grant.
- 21) Responded to a request from FRCOG about Town vulnerabilities in relation to climate change and completed FRCOG's Climate Change Survey.
- 22) Prepared for and held a joint meeting with the Housing Committee to discuss zoning implications of potential development of senior housing.
- 23) Responded to an inquiry from a cell tower company about interest in siting a cell tower to serve downtown Conway. Reminded the company representative about the Town's Zoning Bylaw related to cell towers.

Respectfully submitted,

Joe Strzegowski, Co-Chair; Mary McClintock, Co-Chair; Dave Chichester; Sue McFarland; Andy Jaffe; Beth Girshman, Associate

Wastewater Committee

History: The Wastewater Feasibility Committee was established and funded at the May 2014 annual town meeting to determine the feasibility for the creation of a downtown village wastewater collection and disposal system. After selection of an engineering firm, White Engineering from Pittsfield, MA, the committee investigated a number of possible disposal sites, system designs, and the current status of the downtown village septic systems. Site selection ultimately focused on two sites, the town owned parcel on Shelburne Falls Road and a parcel on Reeds Bridge Road owned by Jack & Danielle Lochhead. The septic investigation revealed that some of the downtown septic systems had been replaced as many as four times with system replacement costs ranging from \$15,000 to \$65,000. The feasibility study was concluded in early 2016 and the results of the study were presented at Annual town meeting in May 2016.

The committee solicited bids for Preliminary and Final design in November 2016. While 34 bid packages were requested and delivered, the committee received no formal bids for that design effort. The committee contacted Tighe & Bond of Westfield, MA and was subsequently requested to extend the bid submission date for the project. Tighe & Bond submitted a bid for Preliminary and Final design engineering in January of 2017 that is the basis for this discussion.

Proposal: In consultation with Erin Moore of Tighe & Bond, the revised proposal will be segmented or phased in an attempt to reduce the overall cost and better utilize the installed collection system, wastewater pretreatment and leaching field capacity and covers only a single system located on the Shelburne Falls Road Site.

Collection system: A low pressure wastewater collection system; consisting of piping and connection terminations would be installed to serve Main and River St. residences and structures and would carry the filtered wastewater to the Shelburne Falls Road site.

Treatment system: The treatment system would consist of wastewater holding tanks, pretreatment modules, leaching fields, and a small control building located on the Shelburne Falls Road site.

Household connections: Existing high quality septic tanks would be fitted with effluent filters and low pressure pumps where required. Failing or low quality septic tanks would be replaced when necessary.

Capacity: The initial designed capacity would be 10,000 gallons per day (gpd) and would serve approximately thirty (30) three (3) bedroom homes. The initial flows are expected to be less than the design capacity of 10,000 gpd and would serve as our reserve capacity to connect additional homes and businesses. The goal would be to serve 40 – 50 homes and businesses with this single system.

Costs: To complete the preliminary and final design engineering to produce bid ready plans is \$130,000 plus town provided excavator work. The overall construction cost presented in the Feasibility study was \$1,000,000 for a single collection and leaching system.

Cost Sharing: Should the construction of the wastewater collection, pretreatment, and leaching system be approved at a later town meeting, it is anticipated that a portion of the capital construction debt would be collected through a town wide real estate tax. The remainder of the capital debt and the operational costs would be collected through betterment and user's fees from those residences and businesses with access to the town system or connected to it, respectively.

Benefits: First and foremost, would be the protection of our groundwater aquifers. The proposed system with pretreatment of the filtered effluent from your septic tank before introduction into the leaching fields would improve the quality of the groundwater discharged back to the soil. The wastewater collection tank and pretreatment modules would also serve to protect our investment in the leaching fields.

Additional benefits are expected to occur from more opportunities for small business development and maintaining or increasing the resale value of our downtown historic homes and structures.

We thank you for your careful and thoughtful consideration of this proposal.

Respectfully,

Conway Wastewater Study Committee

Joe Strzegowski, Chair; Dave Chichester, Marie Iken, and Michele Novak

DEPARTMENTS – ADMINISTRATIVE

Town Administrator

Fiscal Year 2016 saw the continued development of good administrative practices. Departments and committees alike became more aware of the need to adopt procurement, meeting, and ethics practices compliant with the law and responsible, transparent government. The web site saw the beginning of its transformation into a more functional, modern resource. Staffing levels are now appropriate to the size of the Town, and employee compensation is close to regional levels, so expenses in this area are stabilizing. Health care costs are rising, though, with no way for the Town to address the causes, which are national in scope. Since this affects almost all Town and Conway Grammar School employees, it is a major driver of costs for the Town.

Fiscal Year 2016 also saw:

Staffing changes. Public safety positions saw substantial changes, as Matthew Boyden resigned as Emergency Management Director, and David Chichester, in the Assistant position, rose to take over. Also, Jodey Benson retired as Ambulance Director, and Gemma Vanderheld was hired.

Structural changes. The Human Resources review was completed, with the Personnel Committee approving the process and the Select Board approving new, consistent job descriptions and a classification plan. A salary review of comparable communities resulted in increases in the salaries of the staff Assessor and Town Clerk.

The Town's computer system was upgraded to a new server system, with new security and back-up features.

The Festival of the Hills decided to become a private organization, with Town Meeting dissolving both the Festival of the Hills Committee and its associated Scholarship Committee.

Project Development. Through the Energy Committee's initiative, Conway was awarded a Municipal Energy Technical Assistance grant for \$12,500, and began the process of hiring a solar energy consultant to advise the Town as to appropriate solar projects, develop a detailed plan of action and a business plan, and assist the Town through any construction process.

The Town joined the Commonwealth Community Compact, a Governor Baker initiative to promote best practices in municipal government. Conway will engage in long-term financial planning, including capital investment, borrowing, free cash, and excess levy capacity policies, and work on best practices for municipal cyber-security.

The final punch list of the ball field project remained incomplete, with the basketball and tennis courts pooling water. Nonetheless, the ball field was opened up to public use, and there was an April 30 kick-off to the regional Cal Ripken season.

The South River project was reduced in size due to the project not receiving landowner permission for centering the water flow in the stream bed just south of the bridge, but was officially completed just at the end of the fiscal year, with some follow-up work slated to occur in FY 2017 as well.

A town resident offered to work the Rose property as a hay field, clearing it and planting a cover crop in order to keep the land in agricultural status, which provides a regulatory cushion for other uses of the property.

Other news: Your Town Administrator spoke at a community sustainability conference in Northampton, presenting both the work of the Energy Committee and the progress of Conway's Geographic Information System (GIS) in integrating Highway Department, wastewater, and agricultural information on a single platform, and the potential for GIS to modeling downtown development and town-wide issues. See www.axisgis.com/ConwayMA/ for a look into what the Town has already developed, and imagine yourself playing it as a video game—"SimConway"!

Respectfully submitted,
Thomas Hutcheson, Town Administrator

Accountant

	<i>Beg Bal</i>	<i>Revenue</i>	<i>Expenses</i>	<i>Balance</i>
Mass Highway - Chapter 90	-103,575.84	103,576.32	-83,275.77	-83,275.29
WRRRP Grant	-40,320.00	40,320.00	0.00	0.00
Ambulance Reserve for Rcpts	78,046.60	28,592.87	-46,247.00	60,392.47
Dog Revolving Fund	4,076.27	920.75	-184.80	4,812.22
Recreation Revolving	1,877.71	0.00	0.00	1,877.71
Tax Title Revolving	0.00	14,598.97	-7,147.75	7,451.22
Conservation Wetlands Fund	8,970.11	477.85	-1,249.77	8,198.19
Insurance Proceeds	1,261.00	0.00	0.00	1,261.00
250 Yr Celebration Donations	10,955.40	8,976.10	-1,692.92	18,238.58
Conservation Donations	2,087.86	0.00	0.00	2,087.86
Fire Donations	1,584.82	525.00	0.00	2,109.82
Police Donations Fund	3,925.88	692.00	0.00	4,617.88
Emergency Donations	0.00	0.00	0.00	0.00
Ambulance Donations	3,749.08	1,702.32	0.00	5,451.40
Cricket Hill Road	20,450.35	0.00	0.00	20,450.35
Road Machinery Earnings	0.17	0.00	0.00	0.17
MWPAT	0.00	0.00	0.00	0.00
Sale of Real Estate	84,695.07	0.00	0.00	84,695.07
U. S. Flag Fund	119.85	25.00	0.00	144.85
Historical Commission	-16.22	300.00	0.00	283.78
XMAS Tree Fund	300.43	0.00	0.00	300.43
Fitzgerald Bridge	930.55	0.00	0.00	930.55

Covered Bridge	400.54	0.00	0.00	400.54
Youth Fund	844.04	0.00	0.00	844.04
Delaborne	800.00	0.00	0.00	800.00
Highlands Initiative	882.50	0.00	0.00	882.50
USDA/NRCS Grant	4,001.00	0.00	0.00	4,001.00
Septic Loan Paybacks	69,364.89	1,906.09	-2,018.13	69,252.85
Peg Access/Broadband	10,587.71	13,290.46	-6,694.36	17,183.81
Extended Polling Hours	1,680.00	351.00	0.00	2,031.00
Dispatch Map	-610.71	610.71	0.00	0.00
Conway Trails	223.19	0.00	0.00	223.19
Green Energy Grant	18,621.35	0.00	-9,363.26	9,258.09
Ballfield Drainage Grant	-2,325.18	53,609.34	-51,284.16	0.00
Community Preservation Act	361,452.30	163,862.32	-19,586.64	505,727.98
Dare Grant-Police	2,893.51	0.00	-80.00	2,813.51
Comm Policing Grant	9,021.50	0.00	-1,973.11	7,048.39
Bulletproof Vest Grant	788.50	0.00	0.00	788.50
Watch your Car Grant	700.00	0.00	0.00	700.00
Local Preparedness Grant	-42.00	42.00	0.00	0.00
4 x 4 Tractor	-2,065.66	2,074.66	0.00	9.00
FEMA Snow Emergency Funds	0.00	0.00	0.00	0.00
FEMA June Storm Damage	149.10	0.00	0.00	149.10
Council on Aging Grant	592.00	3,908.00	-3,906.25	593.75
Library State Aid	1,216.50	2,501.89	-1,178.47	2,539.92
Cultural Council	4,571.88	4,408.34	-2,497.68	6,482.54
Small Cities Grant	51,621.67	0.00	0.00	51,621.67
Alternative Energy Grant	614.73	2,555.50	-1,240.13	1,930.10
Fire Equipment Grant	0.00	0.00	0.00	0.00
Master Plan Grant	595.00	0.00	0.00	595.00
DCR Fire Grant	179.16	0.00	0.00	179.16
EMPG Grant	0.00	0.00	-1,565.17	-1,565.17
DEP Grant (BOH)	6,501.40	499.92	-499.92	6,501.40
FRCOG Multitown Agreement	0.00	13,750.00	0.00	13,750.00
Circuit Breaker	10,543.57	2,272.00	-12,815.57	0.00
School Choice	111,965.78	122,395.00	-153,578.71	80,782.07
REAP Grants	4,176.85	16,507.49	-20,746.66	-62.32
Early Literacy	0.00	0.00	0.00	0.00
SPED Assist	-1,060.80	17,728.31	-19,341.86	-2,674.35
Wings Program	120,151.66	243,029.16	-265,349.39	97,831.43
Grant Funded Teachers Stipends	0.00	10,449.83	-8,883.18	1,566.65
Kindergarten Grant	0.00	0.00	0.00	0.00
Erate Reimb School	195.59	0.00	0.00	195.59
ARRA Idea Grant	0.00	0.00	0.00	0.00
Child/Adult FDC	2,122.78	0.00	0.00	2,122.78
Ed Jobs Grant FY 12	0.00	0.00	0.00	0.00
Summer Wings Program	11,264.65	15,357.40	-189.51	26,432.54
Title 1 Grant	0.00	10,633.37	-11,100.00	-466.63
After School Program	63,709.26	66,277.67	-62,735.92	67,251.01
Early Childhood Tuition	45,214.98	41,907.67	-28,734.25	58,388.40
School Lunch	-6,577.14	52,370.67	-59,200.64	-13,407.11
Nature's Classroom	0.00	0.00	0.00	0.00

Net Fund Cash	287.25	0.00	-287.25	0.00
Wellness Mini-Grant	44.90	600.00	-638.00	6.90
Moves & Grooves	0.00	1,200.00	-599.09	600.91
Fournier School Fund	2,822.36	0.00	0.00	2,822.36
School Roof	8,182.54	0.00	-5,230.00	2,952.54
Sumner Boyden Trust	91,697.95	3,505.63	-3,200.04	92,003.54
CemeteryPerpetual Care	25,916.61	0.00	0.00	25,916.61
Guilford Trust	811,318.44	35,561.77	-30,000.00	816,880.21
G. Howland Trust	16,495.28	645.97	0.00	17,141.25
A & E Boice/Germain Fund	16,262.84	648.34	0.00	16,911.18
Whiting Street Fund	18,791.83	735.81	0.00	19,527.64
S.F. Howland Trust	11,693.73	453.81	-153.09	11,994.45
Sale of Lots	10,392.74	407.27	0.00	10,800.01
M & M Germain	514,048.89	19,461.79	-6,025.00	527,485.68
M. B. Germain	30,655.60	1,061.09	-4,666.62	27,050.07
M. H. Germain	85,814.41	3,335.97	0.00	89,150.38
Joshua Boyden	8,248.12	323.38	0.00	8,571.50
Arabelle Turner	457.84	17.03	0.00	474.87
D O Paul	14,349.69	562.05	0.00	14,911.74
C & F Field	10,538.79	412.99	0.00	10,951.78
W E Tucker	915.56	34.06	0.00	949.62
E C Glazier	457.85	17.03	0.00	474.88
S. Bradford	457.85	17.03	0.00	474.88
Emery Field	915.62	34.06	0.00	949.68
Chase Fund	663.80	27.40	0.00	691.20
General Stabilization Fund	364,850.22	39,837.56	0.00	404,687.78
Ambulance Stabilization	89,012.19	36,933.94	0.00	125,946.13
Capital Stabilization	348,264.73	130,615.29	-46,000.00	432,880.02
Garage Stabilization	661,665.40	77,324.31	0.00	738,989.71
Grammar School Stabilization	131,805.53	56,505.89	0.00	188,311.42
OPEB Trust Fund	20,331.03	838.36	0.00	21,169.39
Retirees Health Ins	0.00	0.00	0.00	0.00
Off Duty Police Detail	-252.60	63,056.50	-65,044.50	-2,240.60
Firearm ID Cards	-4,661.25	7,625.00	-2,750.00	213.75
Fire Dept Fees	330.00	1,720.00	-1,850.00	200.00
Town Clerk Fees	185.25	221.25	-173.00	233.50
BOH Fees	4,201.14	3,460.00	-4,480.00	3,181.14
Deputy Collector	0.00	2,564.00	-2,777.00	-213.00
Personal Property Agency	1,052.82	707.18	-1,760.00	0.00
Total	4,282,300.14	1,961,957.21	-1,150,039.32	4,775,783.31

Budget vs. Revenue Report

<u>Account</u>	<u>2016 Budget</u>	<u>YTD Revenues</u>	<u>Variance</u>
Real Estate Taxes	3,936,021	3,898,400	-37,621
Personal Property Taxes	133,811	131,638	-2,173

Tax Liens Redeemed	0	22,641	22,641
Penalties & Interest on Taxes	25,000	17,112	-7,888
Motor Vehicle Excise	200,000	235,926	35,926
Fees	25,000	25,405	405
Licenses & Permits	2,000	3,051	1,051
Intergovernmental	864,479	836,086	-28,393
Fines & Forfeitures	2,000	5,458	3,458
Earnings on Investments	5,000	6,371	1,371
Miscellaneous Revenue	0	34,587	34,587
Transfer from Other Funds	137,247	137,247	0
<u>Total Revenue</u>	5,330,558	5,353,922	23,364

Budget vs. Expense Report

	<u>2016 Budget</u>	<u>YTD Expenditures</u>	<u>Variance</u>
General Government	605,036	440,520	164,517
Public Safety	240,623	203,758	36,865
Public Works	704,883	625,088	79,795
Education	3,159,606	2,976,555	183,051
Health and Human Services	174,148	158,822	15,326
Culture and Recreation	52,877	9,922	42,955
Pension and Fringe Benefits	550,081	531,065	19,016
State and County Tax Assessments	202,204	180,010	22,194
Debt Service	73,072	73,071	1
Transfer to Other Funds	485,521	335,521	150,000
<u>Total Expenditures</u>	6,248,051	5,534,332	713,720

Tax Collector

Tax Collector office hours are Monday, Wednesday and Thursday 9am to 3pm. Taxpayers can make their payments online, by mail or in person. Online payments can be made for current tax bills only using the tax bill payment option on the town's website, www.townofconway.com. Feel free to contact our office for any questions or concerns you may have.

Tax Balance June 30, 2016

Description	Beginning Balance	Commitments	Payments and Adjustments	Ending Balance
2016 Betterment	0.00	786.80	786.80	0.00
2016 Committed Interest	0.00	39.34	39.34	0.00
2016 Com Pres Fund	0.00	76,485.97	75,429.84	1,056.13
2016 Excise	0.00	220,192.26	209,320.37	13,847.10
2016 Personal Property	0.00	133,811.15	132,768.46	1,042.69
2016 Real Estate	0.00	3,961,365.04	3,896,799.75	64,565.29
2016 Total	0.00	4,392,680.56	4,315,144.56	80,511.21
2015 Com Pres Fund	1,283.15	0.00	1,283.15	0.00
2015 Excise	6,265.38	34,713.81	38,688.97	2,290.22
2015 Personal Property	1,240.00	0.00	498.84	741.16

2015 Real Estate	63,363.94	0.00	63,363.94	0.00
2015 Total	72,152.47	34,713.81	103,834.90	3,031.38
2014 Excise	3,591.38	0.00	1,628.86	1,962.52
2014 Personal Property	658.56	0.00	0.00	658.56
2014 Real Estate	3,801.89	0.00	3,801.89	0.00
2014 Total	8,051.83	0.00	5,430.75	2,621.08
2013 and prior Excise	6,931.73	0.00	845.32	6,086.41
2013 and prior Personal Property	8,874.62	0.00	1,770.82	7,103.80
2013 and prior Total	15,806.35	0.00	2,616.14	13,190.21
Grand Total	96,010.65	4,427,394.37	4,427,026.35	99,353.88

Respectfully submitted,
Janice Warner, Treasurer/Tax Collector

Town Clerk (Town Clerk's Report is based on Calendar Year 01 January through 31 December 2016)

THIRTY YEARS AGO, the Massachusetts Town Clerk's Association tried to catalog and explain all the duties and responsibilities of a Town Clerk. The result was a collection of six 3-inch ring binders affectionately known among Clerks as "*the Golden Books*." All of the changes and additions to the laws that have affected the Clerk's office in the interim would likely fill several more volumes. The Office of Town Clerk is actually a multifaceted administrative position with official duties and responsibilities tucked away in more than 73 Chapters and 451 Sections of the Massachusetts General Laws, in town bylaws, and in the dictates of custom and practice per individual town. The detail of specific duties and responsibilities of the office varies from community to community.

For more than 20 years this space has been used to describe a variety of activities within the Clerk's office to provide some insight into the diversity of the unseen aspects of what the clerk is doing behind the scenes. Since 2016 was all about elections, it seems appropriate to write about the Clerk's responsibility in that area.

The Clerk is the Chief Election Officer of the town. The authority of the Town Clerk in the conduct of all elections is absolute with all the power and responsibilities of the Secretary of State. The Clerk is responsible for managing all details and procedures for the local execution of Federal, State, County, and Local elections. By necessity some of the responsibilities at the polls must be delegated to the Warden, Election Clerk, and police officer, but the Town Clerk is the only individual that can be held accountable for complete compliance with the hundreds of laws pertaining to an election. Most of the work associated with elections falls under the realm of the unseen. Some of these duties required for each election include:

- Arranging details of all elections in accordance with the requirements of the Secretary of State's Office and local bylaws;
- Coordinating voter registration hours with the Board of Registrars 20 days in advance of each election;
- Updating the Voter Registration Information System (VRIS);
- Preparing updated voter lists and voter counts for each event;
- Receiving and processing all absentee applications (some arriving months in advance of an election);
- Receiving, processing, and securing all and absentee ballots with their certifications;
- Maintaining a list of all absentee voters casting ballots and posting it on election day;
- Preparing election warrants for Selectmen's signatures;
- Arranging for maintenance of AUTO Mark voting machine;
- Arranging for programming of AUTO Mark voting machine;
- Staffing polls in accordance with the General Laws, including all poll workers and Police Officers;
- Interviewing, hiring, training and supervising election officers and poll workers;
- Arranging for physical setup of polls, including AUTO Mark voting machine;
- Posting sample ballots, voter laws and other required information;
- Pre-counting all ballots into blocks of 50 ballots;
- In Conway, town elections and caucus require designing, formatting, printing, folding and pre-counting ballots;
- Transporting ballots and other election materials to polls;
- Arranging for the preparation of block tally sheets;
- Preparing the master tally sheet;
- Managing all on-site activity at the polls;
- Overseeing the master tally and announcing final election results;
- Packing and sealing all election materials;

- Making required calls and courtesy calls with election results;
- Preparing election certification for the state, both electronically through the VRIS and by certified mail;
- Preparing election certification for the county;
- Preparing and filing permanent election records;
- Updating all voter activity in the VRIS.

Early Voting (EV) was new to the election requirements in 2016. Designed to provide the voter with an alternative to standing in those long lines on Election Day, it provided a unique challenge to the Town Clerk, adding another long list of responsibilities and new laws with which to comply. EV locations and dates had to be set weeks in advance of the 24 October start of the EV period and printed ads had to be published a week prior to the opening and again during the EV period. Four different ballots and an additional set of specially marked ballot envelopes were added to the paper glut in the Clerk's office. Extra voter lists had to be prepared and records maintained as to what voters cast ballots and when. All of that information had to be entered into the EV module of the VRIS. One of the most troublesome aspects of EV hours was that they had to be held during the clerk's usual business hours from 24 October through 4 November 2016, leaving little or no time to conduct regularly scheduled office business.

To make the job even more challenging, voter lists for Election Day could not be prepared until the close of the two week EV period leaving only four days in which to print, copy, and otherwise set-up all of the lists required for use on Election Day. Conway voter lists are normally prepared more than two weeks in advance of an election.

On 08 November 2016, our tally of ballots cast totaled 1,235 including 920 regular ballots, 234 EV ballots, 68 absentee ballots and 13 overseas ballots. It took two experienced election workers more than 10 hours each to process the 315 pre-election ballots. The name and address of each voter had to be read into the check-in and check-out lists, the envelope opened, and the ballot cranked through the voting machine without interrupting the flow of regular voter traffic. A separate list of ballots cast was maintained to ensure that every ballot was cast and all envelopes were preserved as part of the election record.

Did spending extra taxpayers' money increase voter participation? The simple answer: NO. In spite of having a record number of registered voters and taking great effort to make voting more accessible this year (we held public voting hours for a total of 34 hours), our turnout in Conway was a disappointing 83.96% of our voting population. We failed to surpass our 2012 town record of 1,260 ballots cast. The Secretary of State's office indicated that 22 percent of the state's voters took advantage of the EV window, better than the 15 percent projections. However, the total voter participation in the November 2016 election -- which included a controversial presidential race and several high-profile ballot questions -- remained stagnant across the state, reflecting turnouts in previous presidential election cycles. Some MA Clerks have expressed concern that Early Voting may violate the Commonwealth's Constitution.

After running the gauntlet once, this Clerk feels that early voting is not worth all of the time, effort and expense. It is my opinion that both the voter and the town would be better served if the Commonwealth would simply adopt "no-excuse" absentee balloting to essentially achieve the same outcome. Absentee ballots are usually available four weeks in advance of a state election and require a signed request.

The Town Clerk's posted public hours represent only a tiny fraction of the time required to fulfill the obligations of the position. For every hour spent dealing directly with the public, more than two additional hours are needed for tasks that cannot be effectively accomplished with public interruption - ballot preparation, voter list preparation, recording town meeting minutes and certifications of votes taken, bylaw certifications for the Attorney General, vital records registrations and certifications, data entry updates, reports, records research, etc.

Many day to day tasks are essentially invisible but can be worked into public hours and 2016 included the following:

- ❑ Local boards and committees filed more than 1,000 public meeting notices that were recorded and posted by the clerk in accordance with the Open Meeting Law;
- ❑ More than 50 copies of the State "Open Meeting Law" were copied and distributed and a large number of reminders of the importance of filing meeting notices with the clerk were issued;
- ❑ More than 100 copies of the "Conflict of Interest Law" summary and the certification requirements were made and distributed to town officers and appointees.
- ❑ Forty-three certificates from the mandatory on-line Conflict of Interest training were received and recorded prior to the end of the year;

- ❑ A total of 108 elected and appointed officials received the oath of office (any person elected, appointed or reappointed to any town board of committee must be sworn to their duties by the town clerk);
- ❑ Seven resignations were received, recorded, and forwarded as required by law;
- ❑ Twelve new business certificates were issued;
- ❑ More than 400 letters were written and mailed to individual voters to confirm registrations or to advise of changes in voting status, etc.
- ❑ An undetermined number of forms, certifications and letters were written on behalf of the town and dozens of certified copies from town records were issued;
- ❑ Assistance was provided to applicants in a variety of different cases associated with records maintained through the Clerk's Office and the Town Offices in general.

In addition to the legislative responsibilities, the Town Clerk fills the unwritten roles of public relations and customer service. Historically, the Clerk has been the communication spokesperson for and to the local citizenry and is still often the first door of government accessed by individuals seeking information or resolution to problems. In order to fulfill this role, the Clerk must be informed and knowledgeable of the laws, as well as the roles and responsibilities of all the formal arms of town government. Over the past 70 years the Board of Selectmen has emerged as the "governing" body in the hierarchy of local small town government and the Clerk is often omitted from the information stream, leaving a hole in the communication process.

In 2016, the Conway Clerk logged an average of 32 hours per week to fulfill functions of the office, both seen and unseen. The annual average time requirement over the past 10 years has been 29.7 hours per week.

Vital Records

Number of Recent Births Recorded in Conway

For reasons of privacy, names of children are no longer published in the town report.

YEAR	MALE	FEMALE	TOTAL
2010	5	8	13
2011	6	2	8
2012	4	6	10
2013	4	4	8
2014	9	3	12
2015	3	6	9
2016	7	2	9

2016 Deaths Recorded in Conway

DATE	NAME AND PLACE OF DISPOSITION	AGE
March		
29	Margaret E. St.Peters Disposition at Springfield Cemetery, Springfield	98 yrs
May		
11	Beverly Susan Roberts Disposition at Hillcrest Park Cemetery, Springfield	76 yrs
14	Mark W. Guilford Disposition at Springfield Cemetery, Springfield	44 yrs
28	Richard Paul Palmgren Disposition at Springfield Cemetery, Springfield	97 yrs
June		
12	Guinevere Kuzmeskus Disposition at Our Lady of Czestochowa, Turners Falls	90 yrs
July		
01	Brown F. Williams Disposition at Springfield Crematory, Springfield	75 yrs

26	Robert F. Corse Disposition at Howland Cemetery, Conway	88 yrs
26	Barbara May Podosek Disposition at Springfield Cemetery, Springfield	78 yrs
August		
17	Norman J. Tiley Disposition at Springfield Cemetery, Springfield	82 yrs
September		
04	Melissa Hunter Disposition at St. Michael Crematory, Boston	52 yrs
24	Mary Thorpe Brown Disposition at Springfield Cemetery, Springfield	84 yrs
29	John Ward Mitchell Disposition at Springfield Cemetery, Springfield	69 yrs
October		
22	George Jerry Sawma Disposition at Springfield Cemetery, Springfield	70 yrs
24	Richard J. Dacey Disposition at Howland Cemetery, Conway	87 yrs

2016 Marriages Recorded in Conway

DATE	PARTIES and RESIDENCE	MARRIED IN
June		
17	Nicholas Adam Sweet of Conway and Emily Lorraine Wholey of Conway	Conway
19	Mark L. Gollehon of Conway and Megan Hart of Conway	Conway
August		
26	Matthew Robert Boyden of Conway and Samantha Lee McCarthy of Conway	Greenfield
November		
12	Seth Loren Capista of Conway and Anna Grace Meyer of Conway	Conway

2016 Dog Licenses Issued in Conway

CONWAY DOG OWNERS appear to have a history of avoiding the annual licensing process. On 29 May 1907, an article was printed in the local newspaper wherein Conway Town Clerk Henry W. Billings lamented the fact that only 35 of the town's 112 known dogs (based on the previous year's registration) had been licensed. He noted that "a casual trip about town would give one the impression that there were twice 112 dogs in town."

The Clerk does not make policy and has NO power to enforce rules or laws, so Mr. Billings took his case to the Selectmen in 1907. After Selectmen posted notices about town, dog owners still failed to come forward and license their dogs. A newspaper article published on 24 July 1907 indicated that Selectmen appointed a Deputy Sheriff "with authority to kill any and all dogs found without required tags." At this writing, the outcome of the 1907 enforcement venture is unknown. We are lucky to live in a much more compassionate era, but that does not excuse delinquency.

Current state law requires that all dogs in the state be registered annually. In addition to requiring registration, the state law directs veterinarians to forward lists of all dogs receiving rabies vaccinations to appropriate town clerks. The annual license provides the best avenue for re-uniting lost dogs with their owners and is a quick reference as to proof of a current rabies vaccination in the event that the pet is involved in an incident.

CLASS	PRICE	# ISSUED	TOTAL VALUE
Male	\$ 3.00	93	\$279.00
Female	\$ 6.00	7	\$42.00
Spayed Female	\$ 3.00	106	\$318.00
Kennel [4 dog maximum]	\$ 10.00	5	\$50.00
Kennel [10 dog maximum]	\$ 25.00	2	\$50.00
Kennel [more than 10 dogs]	\$ 50.00	0	\$0.00
		213	\$739.00

TOTAL NUMBER OF LICENSES ISSUED	213
TOTAL VALUE OF LICENSES ISSUED	\$ 739.00
FEES RETAINED BY TOWN CLERK	\$ 165.00
AMOUNT RETURNED TO TREASURER	\$ 589.00

Given the scope and increase of the obligations in the Clerk's office over the past several years, I would like to advocate for creating the position of an assistant to the Town Clerk. Until 1960, when Conway elected its first female Clerk, there was often an assistant providing recording and filing duties for the office. Certainly, the town would benefit from having more than one person aware of the responsibilities and functions that hide among the piles of papers and filing cabinets that populate the Clerk's office.

Respectfully submitted,
Virginia A. Knowlton

Town Clerk Annual Town Meeting Minutes

ANNUAL TOWN MEETING 5/9/2016

At a legal Town Meeting of the inhabitants of the Town of Conway qualified to vote in town affairs, convened at the time and place and for the purpose specified in the warrant, 169 voters were checked at the door and issued yellow cards for the purpose of voting. Linda Baker, Aina Barten, Lorraine Boyden, and Winona Corse served as checkers. The meeting was called to order by Moderator J. Nicholas Filler, and the meeting unanimously voted to dispense with the formality of having the warrant read by the Town Clerk. The following action was taken by those persons in attendance:

ARTICLE 1: Voted to accept the reports of the Selectmen, Town Treasurer, Town Clerk, School Committee, Tax Collector, Board of Health, Assessors, and other committees as printed in the annual Town Report.

ARTICLE 2: Voted to hear the report of the Finance Committee and raise and appropriate only, by taxation, \$5,315,991 as indicated below:

DEPT #	DEPARTMENT NAME	APPROPRIATED FY 2017	VOTE
114	MODERATOR	\$ 350	Passed
122	SELECTMEN	6,500	Passed
131	FINANCE COMMITTEE	200	Passed
132	RESERVE FUND	40,000	Passed
135	TOWN AUDIT	13,000	Passed
141	ASSESSORS	54,359	Passed
145	TREASURER	53,138	Passed
146	COLLECTOR	17,203	Passed
150	TOWN ADMIN	89,074	Passed
151	LEGAL	10,000	Passed
159	INFORMATION TECHNOLOGY	20,000	Passed

161	TOWN CLERK	29,855	Passed
162	REGISTRARS	1,250	Passed
163	ELECTIONS	8,415	Passed
171	CONSERVATION COM.	1,050	Passed
175	PLANNING BOARD	3,160	Passed
176	ZONING BOARD OF APPEALS	100	Passed
190	PERSONNEL COMMITTEE	100	Passed
192	BUILDING MAINTENANCE	72,659	Passed
193	TOWN INSURANCE	77,850	Passed
210	POLICE DEPARTMENT	121,200	Passed
220	FIRE DEPARTMENT	52,263	Passed
231	AMBULANCE	15,000	Passed
291	EMERGENCY MANAGEMENT	4,250	Passed
292	DOG WARDEN	2,000	Passed
294	TREE WARDEN	375	Passed
300A	GRAM SCH OPERATING	1,714,868	Passed
300B	GRAM SCH TRANSPORT	77,762	Passed
320	TECHNICAL SCHOOLS	204,094	Passed
422	HIGHWAY DEPARTMENT	456,150	Passed
423	WINTER ROADS	121,414	Passed
512	BOARD OF HEALTH	168,729	Passed
541	COUNCIL ON AGING	400	Passed
543	VETERANS SERVICES	9,766	Passed
630	PARKS, RECREATION, TRAILS	7,755	Passed
691	HISTORICAL COMMISSION	400	Passed
692	FESTIVAL OF THE HILLS	0	Passed
710	FRONTIER CAP BOND	0	Passed
751	DEBT SERVICE	63,710	Passed
752	SHORT TERM INTEREST	1	Passed
830	FRCOG	55,585	Passed
892A	FRONTIER REG OPERATING	1,147,753	Passed
892B	FRONTIER TRANSPORTATION	13,067	Passed
900	EMPLOYEE COSTS	581,186	Passed
	Grand Totals:	\$ 5,315,991	

Motion made and passed to consider Article 7 following article 2

ARTICLE 7: Unanimously voted that the Town transfer \$50,000 from free cash for the Conway Grammar School Capital Stabilization Account. *(The Moderator declared a two-thirds majority on a voice vote.)*

The meeting then returned to the articles in order.

ARTICLE 3: Voted to appropriate \$151,000 to pay a portion of the costs of purchasing a pumper truck for the Fire Department, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to *either lease or* borrow said amount under and pursuant to Chapter 44, Section 7 (subsection 9) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, provided, however, that any bonds issued pursuant to this vote shall mature in not more than 5 years from their date of issue, excluding the term of any notes that may be issued in anticipation of the issuance of any such bonds, said borrowing to be contingent upon the passage of a proposition 2½ debt exclusion ballot question.

NOTE: Motion was made, seconded, and voted to add the words “*either lease or*” to the wording of the article. *(The Moderator declared the article passed by a two-thirds majority on a voice vote.)*

ARTICLE 4: Voted that the Town transfer \$285,000 from the Capital Stabilization Fund to pay a portion of the costs of purchasing *or leasing* a pumper truck for the Fire Department.

NOTE: Motion was made, seconded, and voted to add the words “*or leasing*” to the wording of the article. *(The Moderator declared the article passed by a two-thirds majority on a voice vote.)*

ARTICLE 5: Voted that the Town raise and appropriate \$125,000 for the Capital Stabilization Account. *(The Moderator declared a two-thirds majority on a voice vote.)*

ARTICLE 6: Voted that the Town transfer \$100,000 from free cash for the Highway Garage Stabilization Account. *(The Moderator declared a two-thirds majority on a voice vote.)*

ARTICLE 7: (Voted following Article 2)

ARTICLE 8: Unanimously voted that the Town transfer \$42,000 from the Fiscal Year 2016 Winter Roads account to a special account for engineering work on Delabarre Avenue.

ARTICLE 9: Unanimously voted that the Town raise and appropriate \$30,000 for the 250th Anniversary Committee.

ARTICLE 10: Unanimously voted that the Town raise and appropriate \$20,000 for the General Stabilization Fund. *(The Moderator declared a two-thirds majority on a voice vote.)*

ARTICLE 11: Unanimously voted that the Town transfer \$24,131 from ambulance receipts for the Ambulance Stabilization Fund. *(The Moderator declared a two-thirds majority on a voice vote.)*

ARTICLE 12: Unanimously voted that the Town transfer \$22,499 from ambulance receipts reserved for operating expenses for the Ambulance Department.

ARTICLE 13: Unanimously voted that the Town transfer \$10,000 from the overlay surplus account for the triennial revaluation of property.

ARTICLE 14: Voted to table the article regarding \$3,000 to promote financial transparency through the web-based VisualGov budget presentation program. *(The Moderator declared the article tabled by a two-thirds majority on a voice vote.)*

ARTICLE 15: Unanimously voted that the Town raise and appropriate \$2,125 to make funding available for local library operations and expenses.

ARTICLE 16: Unanimously voted that the Town raise and appropriate \$400 for the Open Space Committee.

ARTICLE 17: Unanimously voted that the Town raise and appropriate \$250 for the Agricultural Commission.

ARTICLE 18: Voted that the Town raise and appropriate \$200 for the U. S. Flag Fund.

ARTICLE 19: Voted that the Town appropriate or to reserve for later appropriation monies from the Community Preservation Fund as recommended by the Community Preservation Committee as set forth herein, the following amounts for community preservation purposes with each item considered a separate appropriation.

Appropriations

- A. To appropriate \$7,604 from Annual Revenues (FY16) for Administration of the Community Preservation Committee

To provide Reserves from FY2016 Annual Reserves

- B. \$15,209 to the Community Preservation Historical Resources Reserve
\$15,209 to the Community Preservation Community Housing Reserve
\$15,209 to the Community Preservation Open Space Reserve
\$98,866 to the Community Preservation Budgeted Reserve

ARTICLE 20: Voted that the town raise and appropriate \$19,400 to conduct private well water and air quality testing for a predetermined baseline sample of occupied residences potentially impacted by the proposed NED pipeline route through Conway, Massachusetts, provided there is reasonable assurance the pipeline will be constructed.

ARTICLE 21: Voted that the Town allow the use of \$5,000 of the total amount raised and appropriated under Article 12 of the May 11, 2015 annual Town Meeting for legal fees to grant to the Town of Montague to help pay the legal expenses of Montague's intervention in Massachusetts Dept. of Public Utilities docket 15-178 (or any subsequent assigned number), the DPU's review of a proposed contract by Berkshire Gas to purchase gas transportation on the "supply path" of the proposed Northeast Energy Direct (NED) pipeline, including any regulatory or court appeals, contingent on the continuance of the application of Berkshire Gas for natural gas from the Northeast Direct pipeline.

ARTICLE 22: Voted that the Town will establish a Conway Sports Revolving Account as per M.G.L. Chapter 44, Section 53E½, for the support of community sports programs. Funds deposited into this account shall be 1) those generated through fees charged to individuals participating; and 2) any donations earmarked for said programs; and 3) any private sponsorship of said programs, and to authorize the Sports Director and the Parks, Recreation, and Trails Committee to expend from this fund for the stated purpose without future appropriation subject to the restrictions contained in M. G. L., Chapter 44, Section 53E½ an amount not to exceed \$20,000 per year; expenditures not to be made, or liabilities incurred, in excess of the balance of the fund at any given time.

NOTE: IN ARTICLES 23 AND 24 REGARDING CHANGES TO EXISTING TOWN BYLAWS – DELETIONS ARE INDICATED IN ~~STRIKEOUT~~ AND ADDITIONS IN *ITALICS*.

ARTICLE 23: Voted to amend the General By-laws by adopting the following as Section 2 under "Town Officers, Boards, and Committees", and re-numbering the subsequent sections:

Section 2: Only Conway residents shall be allowed to serve as voting members of Boards, Committees, and Commissions.

ARTICLE 24: Voted to amend the General By-laws by adding a sentence to Section 1 under "Financial", to read:

An audit of the accounts of the Town shall be made annually (or biannually) under the supervision of the State Division of Accounts as the Director of Accounts shall arrange, and provided by Section 25 of Chapter 44 of the General Laws. ***The Selectmen may enter into contracts for this purpose for up to and including five years.***

ARTICLE 25: Voted to authorize the Select Board to close *individual* Town roads in case of dangerous driving conditions. (*Motion made, seconded and successfully voted to add the word individual to the text*)

ARTICLE 26: Unanimously voted that the Town accept General Laws Chapter 44, Section 53F¾, regarding public access to Public, Educational, and Government (PEG) cable content, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2017, which begins on July 1, 2016, and to have the accounting officer transfer any balance in the existing PEG Access account to the accepted fund at the beginning of fiscal year 2017, or take any other action relative thereto, and additionally, authorize the Board of Selectmen to enter into contracts of up to ten years with a PEG Access provider.

NOTE: IN ARTICLES 27 AND 28 REGARDING CHANGES TO EXISTING TOWN BYLAWS – DELETIONS ARE INDICATED IN ~~STRIKEOUT~~ AND ADDITIONS IN *ITALICS*.

ARTICLE 27: Voted to amend the General Bylaws under "Unregistered Motor Vehicles" by Striking Sections One through Four, renaming the original Section Five as Section One and adding a new Section Two as shown below:

Section 1: Whoever violates any provisions of Section 32.5 of the Protective Bylaws of the Town of Conway, Unregistered Motor Vehicles, shall be liable to a penalty of five dollars (\$5.00) per day for each day of violation, commencing ten days following the receipt of written notice from the Board of Selectmen or their designees.

Section 2: Applicants seeking to be licensed by the Selectboard to do business under Massachusetts General Laws Chapter 140, Section 58, Classes 1 – 3 and intending to keep more than one unregistered motor vehicle on the premises and not in an enclosed building must obtain a Special Permit from the Planning Board in accordance with section 32.5 of the Protective Bylaws of the Town of Conway prior to issuance of said license. This regulation shall be in effect for new applicants and for transfers of ownership initiated after the effective date of this regulation.

ARTICLE 28: Voted to amend the Protective By-laws, Section 32.5 Unregistered Motor Vehicles as shown below.

32.5: Unregistered Motor Vehicles

~~32.5-1:~~ The keeping of more than one unregistered motor vehicle, of any kind, on any premises, assembled or disassembled, ~~excepted by a person licensed under General Laws, Chapter 190, Section 50, on any premises~~ shall not be permitted, ~~unless said motor vehicles are stored within the enclosed building with the following exceptions:~~

32.5-1: Said motor vehicles are stored within an enclosed building and in keeping with State Fire laws and Regulations.

32.5-2: A special permit is granted by the Planning Board. ~~to keep more than one unregistered motor vehicle on any premises not within an enclosed building. Such a Special Permit may be granted~~ after a duly called public hearing to which all abutters to the premises have received notice, ~~may be granted by the Board of Selectmen if it finds that such keeping; and if the Planning Board finds that such keeping:~~ (1) is in harmony with the general purpose and intent of this Bylaw; (2) will not adversely affect the neighborhood; and (3) will not be a nuisance.

32.5-3: All such special permits granted shall specifically limit the number of unregistered motor vehicles to be kept on the premises by the permit holder, shall not run with the land, and shall be limited to a reasonable length of time.

32.5-4: This article shall not apply to motor vehicles which are designed and used for farming purposes or to ~~the~~ contractor's equipment, nor shall this article apply to land owners or tenants who store motor vehicles out of sight of abutters and public ways.

32.5-5 Applicants seeking to be licensed by the Selectboard to do business under Massachusetts General Laws Chapter 140, Section 58, Classes 1 – 3 and intending to keep more than one unregistered motor vehicle on the premises and not in an enclosed building must obtain a Special Permit prior to issuance of said license.

The Moderator declared a two-thirds majority vote on the basis of a hand-count: YES = 93 and NO = 18

ARTICLE 29: Voted to table the article regarding the addition of parcel 8.2 and parcel 8.3 from Assessor's Map 411 to the Solar Overlay District.

The Moderator declared a two-thirds majority to table on a voice vote.

ARTICLE 30: Voted that the Town dissolve the Festival of the Hills Committee and the Festival of the Hills Scholarship Board.

ARTICLE 31: Voted to hear the report of the Downtown Wastewater Feasibility study committee.

At 10:35 p.m. the meeting adjourned until Thursday, May 12, 2016 to the Town Hall between the hours of 11:00 a.m. and 7:00 p.m. to bring in votes for the following:

One Selectman for three years;

One Assessor for three years;

One member of the Board of Health for three years;

One member of the local School Committee for three years;

One member of the local School Committee for two years;

One member of the Frontier Regional School District School Committee for three years;

One member of the Planning Board for three years;

One member of the Planning Board for one years;

One Town Clerk for three years;

Three constables for three years; and

One Moderator for one year;

And to vote on the following questions:

QUESTION 1: Shall the town vote to have its elected Town Clerk become an appointed Town Clerk of the town? Yes ___ No ___.

QUESTION 2: Shall the Town be allowed to exempt from the provisions of Proposition 2½, so-called, the amounts required to pay for the bond issued in order to purchase a pumper truck for the Fire Department? Yes ___ No ___.

A true record of the Meeting,

Attest:

Virginia A. Knowlton, Town Clerk

ANNUAL TOWN ELECTION

THE ANNUAL TOWN ELECTION in the Town of Conway was held at the Town Hall on Thursday, 12 May 2016 in accordance with the warrant issued by the Selectmen and properly posted by a constable of the town.

SPECIMEN BALLOTS, penalty and instruction cards were posted in accordance with the law. The ballot box was inspected by the election officers, found to be empty and registered at zero. The following were sworn to the faithful performance of their duties: REPUBLICANS – Linda Baker, Phylis Dacey (Election Clerk), Debra Craven, and Evelyn Kaweck; DEMOCRATS – Winona Corse (Warden), David Barten, Lora Hanas, Danielle Lochhead, John Lochhead, and Sydney Ramey. Officer Randall Williams arrived at 7:00 p.m. to assist with closing details. No voters used the AutoMARK machine.

THE WARRANT WAS READ by the Town Clerk and pursuant to the warrant, the polls were declared open by the Election Clerk at 11:00 a.m. The polls were closed at 7:00 p.m. in accordance with the warrant. At the time of the closing, the ballot box registered 405. The number of ballots by actual count was 405 and each of the check lists totaled 405. The votes were counted and the results were announced by the Town Clerk at 9:15 p.m. The actual count was as follows:

SELECTMAN – for 3 years

	Blanks	61
Robert A. Armstrong, Jr		292
Gerald L. Levitre		107

ASSESSOR – for 3 years

	Blanks	57
Natalie H. Whitcomb		348

MEMBER, BOARD OF HEALTH

- for 3 years		
	Blanks	68
Carl W. Nelke		337

MEMBER, LOCAL SCHOOL

COMMITTEE – for 3 years		
	Blanks	85
Elaine F. Campbell		320

MEMBER, LOCAL SCHOOL

COMMITTEE – for 2 years		
	Blanks	117
Karl M. Anderson		129
Ashley N. Dion		159

MEMBER, PLANNING BOARD

- for 3 years		
	Blanks	67
Andrew W. Jaffe		338

MEMBER, PLANNING BOARD

- for 1 year		
	Blanks	60
David Chichester		345

MEMBER, FRS DISTRICT COMM

- for 3 years		
	Blanks	66
Cynthia J. Ouimette		339

TOWN CLERK – for 3 years

	Blanks	26
Virginia A. Knowlton		248
Sheila M. Harrington		131

MODERATOR – for 1 year

	Blanks	64
J. Nicholas Filler		339
Tom Pleasant		1
Richard Barnicle		1

3 CONSTABLES – for 3 years

	Blanks	217
Brian R. Blakeslee		332
Ronald D. Hawkes		339
James R. Recore		327

QUESTION # 1

	Blanks	34
Yes		160
No		211

QUESTION # 2

	Blanks	26
Yes		236
No		143

ALL BALLOTS were counted and all official election material was properly enclosed, sealed in public and placed in the vault.

A True Record of the Election,
Attest:
Virginia A. Knowlton, Town Clerk

Treasurer

Treasurer office hours are Monday, Wednesday and Thursday 9am to 3pm. Feel free to contact our office for any questions or concerns you may have.

General Fund interest earnings

2016	2015	2014	2013	2012	2011
\$5,732	\$5,387	\$7,951	\$10,820	\$10,650	\$11,610

Long-term investment return

2016	2015	2014	2013	2012	2011
3.91%	1.90%	3.90%	5.20%	3.20%	NA

Conway FY16 total debt payment was \$63,018. This includes the third-year payment of a five-year loan totaling \$325,853 for the Grammar School Roof repair project and a small Septic Loan Program balance. Our total Long-Term Debt balance is \$132,052.

Tax Liens are being addressed regularly. There were two tax foreclosures in FY2016.

Tax Possessions				
Description	Balance 7/1/2015	Foreclosure amount	Sale	Balance 06/30/2016
	7797.67			
Lyons, Whately Rd		4,235		
Mulcahy, 37 Williamsburg Rd		15,443		
Total	7,798	19,678	0	27,476

Tax Title Balance				
Description	Balance 7/1/2015	Additions	Payments and Adjustments	Balance 6/30/2016
Real Estate	64,902	46,732	(35,608)	76,025
Community Preservation fund	753	821	(526)	1,048
Total	65,655	47,553	(36,135)	77,073

We are members of the Hampshire County Group Insurance Trust. The trust is self-insured and rates are compared annually to the Massachusetts Group Insurance Commission benchmark, and continue to provide the best solution for Conway's employee insurance benefits.

Town Health Insurance Expenditure

2016	2015	2014	2013	2012
347,656	322,810	331,752	326,179	323,207
7.70%	-2.70%	1.70%	0.90%	NA

Allocation of Funds by Bank Accounts
Fiscal Year Ending June 30, 2016

*Please note that these are bank balances only and do not include 4th quarter transfers to/from the general fund. See accountant report for current figures

INTEREST BEARING CHECKING		Balance 7/1/2015	Net revenue/(expense)	interest earned	Balance 6/30/2016
Unibank	Payables	40,879	(18,891)	121	22,109
Unibank	School Payables	10,039	(0)	22	10,061
Unibank	Payroll	75,410	(64,945)	23	10,488
Subtotal		126,328	(83,836)	165	42,657

INVESTMENTS		Balance 7/1/2015	revenue & expense	interest earned & net gain	Balance 6/30/2016
Abbey Capital	CPA	326,085	127,525	16,343	469,953
Abbey Capital	Stabilization	1,585,394	236,925	68,497	1,890,815
Abey Capital	OPEB	20,330	0	839	21,169
Subtotal		1,931,808	364,450	85,679	2,381,938
LIQUID INVESTMENTS					
Country Bank	Deputy Tax Collections	10,678	(9,849)	10	839
Country Bank	Money Market	1,347,949	(1,349,512)	1,918	355
Easthampton Savings Bank	Money Market		1,030,000	1,155	1,031,155
Greenfield Savings Bank	General	41,953	(19,878)	6	22,081
Greenfield Savings Bank	Celebration 250	10,265	6,224	17	16,506
Peoples United Bank	Septic Repair	35,170	1,763	18	36,951
Unibank	Cultural Council	5,797	1,477	8	7,283
Unibank	Money Market	65,174	(15,768)	44	49,449
Unibank	Ambulance Rct	9,074	(5,404)	4	3,674
Unibank	Tax Collections	120	4,276	7	4,404
Unibank	Deputy Tax Collections	2,751	3,600	3	6,354
Unibank	Bond Proceeds	1,959	(1,959)	1	1
Unibank	Remote Deposit	27,156	117,399	111	144,666
Subtotal		1,558,047	(237,632)	3,302	1,323,716
Investment Total		3,489,855	126,818	88,981	3,705,654
TERM INVESTMENTS		Balance 7/1/2015	Net revenue/(expense)	interest earned	Balance 6/30/2016
Greenfield Savings Bank	CD	263,680	0	2,256	265,936
Greenfield Savings Bank	CD Flex	2,340	(1,345)	8	1,003
Subtotal		266,020	(1,345)	2,264	266,939

TRUST FUNDS		Balance 7/1/2015	Net revenue/(expense)	interest earned & net gain	Balance 6/30/2016
Abbey Capital	A&E B Germain	14,118	2,144	649	16,911
Abbey Capital	C&F Field	10,538	0	414	10,952
Abbey Capital	CS Boyden	93,605	(4,045)	3,510	93,070
Abbey Capital	DO Paul	14,349	0	563	14,912
Abbey Capital	EC Glazier	458	0	17	475
Abbey Capital	EM Chase	664	0	27	691
Abbey Capital	Emory Field	916	0	34	950
Abbey Capital	G Howland	16,494	0	647	17,141
Abbey Capital	Guilford Fund	911,128	(28,484)	34,901	917,544
Abbey Capital	J Boyden	8,248	0	324	8,572
Abbey Capital	M&M Germain	523,148	(13,400)	19,488	529,236
Abbey Capital	MB Germain	33,812	(6,301)	873	28,383
Abbey Capital	MH Germain	88,347	(2,537)	3,341	89,150
Abbey Capital	S Bradford	458	0	17	475
Abbey Capital	Sale of Lots	10,392	0	408	10,800
Abbey Capital	SF Howland	11,693	(153)	454	11,994
Abbey Capital	Tanner	458	0	17	475
Abbey Capital	WE Tucker	916	0	34	950
Abbey Capital	Whiting St Fund	18,791	0	737	19,528
Subtotal		1,758,531	(52,776)	66,454	1,772,209
GRAND TOTAL		5,640,733	(11,140)	157,865	5,787,459

Respectfully submitted,
Janice Warner, Treasurer/Tax Collector

DEPARTMENTS - PUBLIC SAFETY

Ambulance

Conway ambulance has continued to serve the residents of Conway for another year. We respond to approximately 60-100 ambulance calls each year. Due to the confidential nature of our business we cannot share many details of the types of calls that we respond to, but rest assured, the EMT's of Conway will always answer your calls for help, no matter what the need is.

In the spring of 2016, Director Jodey Benson stepped down and retired from the Ambulance Department and EMT Gemma VanderHeld took over as Director. Two other EMT's, Bob Benson and Randall Williams, retired in FY2016 as well. Thanks to all three of them for their years of service and dedication to our town.

As a department, we continue to work and train closely with Conway Fire and Police departments. In FY2016 we completed First Responder training for the fire department and several police officers in the area. To be sure that we meet current federal regulations for continuing education, we all continue to attend classes and conferences with other EMT's in the Franklin county area.

We are still actively seeking NEW EMT's, so if you or anyone you know is interested in becoming an EMT, or already has a certification, please contact me at 413-369-4235 or ambulance@townofconway.com.

On behalf of myself and my fellow EMT's, I thank you for trusting us with your Emergency Medical Care needs and we look forward to serving you for another year.

Respectfully submitted,
Gemma VanderHeld, Director-Conway Ambulance

Animal Control

In 2016 I received 61 complaints involving animals in Conway. About 65% of the complaints involved loose dogs. The remaining incidents included both farm animals and wild animals. I transported five dogs to Franklin County Sheriff's Office shelter in Turners Falls. The dogs were all unlicensed.

Conway has a bylaw requiring dogs to be leashed while walking in public areas. State law requires dogs and cats to be vaccinated against rabies. Dogs must be licensed each year. No animals tested positive for rabies in 2016.

<u>Incidents</u>	<u>61</u>
Loose dogs	30
Dog bites	7
Loose cows	4
Woodchucks	4
Barking dogs	2
Horses	2
Sheep	2
Raccoon	2
Other (includes bats, peacock, snapping turtle, etc.)	8

Respectfully submitted,
Joe Colucci, Animal Control Officer

Emergency Management

Conway is fortunate to have a very active and dedicated Emergency Response Team (ERT) to help residents prepare for and cope with large-scale, town-wide emergencies.

During Fiscal Year 2016, Matt Boyden ably served as the Emergency Management Director. Many thanks to Matt for providing the leadership and energy to the group during that time. Effective July 1, 2016, Dave Chichester was appointed by the Selectboard to the position of EMD. George Murphy was appointed Assistant EMD in January, 2017.

Headed by the EMD, the Emergency Response Team is composed of leaders from the Fire, Police, EMS, Highway, Board of Health, and Selectboard departments. Mary McClintock chairs the Shelter Committee. Other volunteer members of the team include Linda Baker, Joan Haley, Meg Burch, Michele Harris, John Pelletier, Bruce and Jeanne Jouannet, and Sue Bridge. As always, there is a continuing need for new volunteers.

Although a couple of weather situations briefly threatened the area, fortunately there were no significant emergency events in 2015-2016; nor have there been any since then. However, the ERT continues to meet to review emergency setup procedures, conduct drills, discuss vulnerabilities, and ensure a state of readiness for the entire town. Of specific interest:

The Emergency Management Department supports and maintains Conway's Emergency Alert System (EAS). This system provides for immediate contact to residents who have registered for the service by way of telephone, cell phone, emails, or text. Two town-wide drills were conducted in FY '16.

The Conway Grammar School serves as the Emergency Operations Center (EOC) during an active emergency, and also provides a well-equipped, well-stocked and comfortable Public Shelter.

An Emergency Management Performance Grant (EMPG) was awarded by the state to purchase 20 emergency backpacks (\$1567) containing medical supplies for each classroom at the Grammar School. Another grant (\$2460) has been applied for in FY '17. Believing that networking and functional relationships are vital during emergency situations, members of the Team continually work with representatives from federal, state, and county emergency response organizations. These include, among others, the Department of Homeland Security, Massachusetts Emergency Management Agency, the Franklin Regional Emergency Planning Committee, the Franklin County Regional Council of Governments, the Multi-Agency Coordination Center, and many other nearby towns.

Many thanks to the emergency response department heads and volunteers for their time and enthusiastic commitment to this important community challenge.

Respectfully submitted,
David Chichester

Fire

To the citizens of Conway, I hereby submit my Thirty Seventh annual report of the Fire Department.

This past fiscal year our department responded to 67 calls consisting of

- 7 Motor Vehicle Accidents
- 1 Rapid Intervention team call
- 8 Mutual Aid Calls
- 5 Misc. Calls
- 3 Fire alarm calls
- 14 Wires Down Calls
- 2 Lost person search
- 2 Water rescue calls
- 1 Motor cycle accidents
- 6 Brush Fires Calls
- 3 Chimney Fire Calls
- 1 Structure Fires Calls
- 2 Chemical/oil spills
- 3 Smoke & CO calls

Most of our time this past year was spent training our firefighters in water rescue, and training them in the safe operation of our new water rescue boat. Every year we get an increase in calls to the Deerfield River area of our town to rescue persons in the water having problems.

Our annual budget for this year was \$51,880.00.

Thanks to our voters we have a new 2017 rescue pumper on order which will be delivered in the spring of 2017. I would like to thank the officers of our department for their many hours spent designing the new pumper.

Please welcome our new fire lieutenant Nickolaus Vanderheld to our department.

Many thanks to the citizens, firefighters, EMTs, ladies' auxiliary, and the police of Conway for their support this past year.

Yours First in Fire Safety,
Chief Robert Baker

Police

Community:

We encourage all our residents to be respectful and travel at speeds that are safe and not offensive to your fellow citizens. This past year our department responded to many complaints by our residents about vehicles traveling too fast on our streets. Motor Vehicle Civil Infractions and Motor Vehicle Warnings together accounted for 261 citations being issued. That number represents an increase of nearly 82% over the previous year. Please... slow down and enjoy our scenic roads. We are all blessed to live in such a great town.

Through a continued strong collaboration with the Conway Sportsman's Club we successfully sponsored our eighteenth annual Parent/Youth Day and a week-long Summer Youth Program. Events such as these, emphasizing education and safety, continue to be successful due to the tremendous work of volunteers comprised of many dedicated members of the Conway Sportsman's Club, the Conway Police Department, and other members of the community. The week-long program enrolled 41 youths, participating in a variety of outdoor activities that included archery, fly-tying and casting, hiking, scuba diving, snorkeling, small-bore target shooting, and sporting clays. These activities were held at the Conway Sportsman's Club.

Statistics:

The following items required Conway Police involvement in FY2016:

Motor Vehicle Accidents	32
Breaking and Entering	3
Vandalism	4
911 Calls	23
Alarm Calls	23
Animal Complaints	19
Motor Vehicle Civil Citations	166
Motor Vehicle Warnings	95
Larceny	6
Disturbances	32
Arrests	3
Public Safety Hazards	81
Summons/Restraining Orders	10
Class A License to Carry Firearms	45
Firearms I.D. Card	10
Assorted Calls & Complaints	469

In FY2017, we continue to offer a variety of community oriented, and personal safety programs. These programs include RAD for women, a personal safety class that empowers the individual through physical defense, awareness, and avoidance techniques. Through a strong working collaboration with the Whately Police Department, the Franklin County Sheriff's Department, the Buckland Police Department, and soon the Deerfield Police Department we have created a team of dedicated certified instructors. Conducting these classes is a truly rewarding experience for all of those involved. Classes are available at basic or advanced levels. We also continue to offer Firearms Training Classes in FY2017. This is a state-mandated safety training class for any new applicant wishing to obtain a License to Carry Firearms or a Firearms Identification Card, but is also useful to individuals wishing to update their knowledge regarding legal issues or safe handling of firearms. We hold several of these classes each year and most are filled to their maximum capacity. A special thanks to Ron Hawkes and Bud Ware for their assistance in teaching these classes.

I would like to thank the following members of The Conway Police department for their continued service and dedication to the residents of our community. They include Randall Williams, Ronald Hawkes, Nathan Jackman, Christina Conklin, Donald Bates, James Bernier, Charles Wilder and David Johnson. Officer Charles Wilder officially retired this past fall. We wish him good health and enjoyment in his future.

As always, the Conway Police Department invites and welcomes community input. We are open to all who may be interested in attending or volunteering at the many community projects that we engage in annually. On behalf of the entire Conway Police Department I would like to say THANK-YOU to the people of the Town Office, Massachusetts State Police, Franklin County Sheriff's Department, Shelburne Control, Conway Sportsman's Club, the staff at the Conway Grammar School and the numerous volunteers who continue to give so much of themselves.

Respectfully Submitted,
Kenneth D. Ouimette, Chief of Police

DEPARTMENTS - PUBLIC WORKS

Highway

The Highway Department is responsible for over 60 miles of roads here in the Town of Conway. Maintenance of our roadways is continuous, due to the ever-changing conditions, and requires frequent monitoring. Our goal is to take in a full view of our environment to foresee possible issues and resolve them. This approach helps us compile a running itemization of projects based on priority and allows us to utilize our budget in the most cost-efficient way.

One of our main projects is to improve the safety and longevity of our roadways. Much has been done this past year to clear the areas within approximately 10 feet of our roadways. This involved clearing brush and small trees, cutting back the tree canopies and yes, mowing. Each job that we do in this project is for specific reasons and they come full circle to the integrity of our roadways.

Brush and small trees are cleared to avoid overgrowth that can cause drainage issues, damage to the roadway via root systems and visual obstructions to drivers and pedestrians. It in turn allows us to easily access and maintain our culverts and ditches for proper

drainage. Tree canopies are trimmed to avoid visual obstructions and to allow the sunlight through to the roadway. This gives the roads a better chance to melt in the winter months by increasing the roadways' temperature and dry in the rainy season so they are more manageable. Overall this approach will save on man hours, extended use of our equipment and reduce our use of gravel, fill and hard pack.

Our staff handles most of the maintenance and repairs of our equipment and trucks. We do our best to do most of our maintenance and repairs in-house but some work must be done off-site with outside vendor. This is due to the lack of space and proper lifts to safely do certain maintenance tasks in the current Highway Garage. It is our hope that a new Highway Department facility will be approved in the near future. This would allow our equipment, vehicles and materials to be housed in the same area while giving us the much-needed space to maintain our fleet.

We have had some staff change in FY2016; in July, our Administrative Assistant Elizabeth Jacobson-Carroll took a position with the FRCOG. In August Bradley Wallace took a position with a neighboring municipality. In September Michelle Duguay was hired to fill the Administrative Assistant position.

In October, we launched the Conway Highway Department Facebook page. Our goal is to keep the public informed and updated with current projects, road conditions or closures, storm and weather conditions as well as information and tips. We have also made some updates to the Highway Department web site which include: contact information, our staff, the mission statement, and links to other helpful information. Please visit our web site <http://www.townofconway.com/departments/highway-department>, and like us on Facebook for more information. As always if you have any questions or concerns please contact me at 413-369-4235 ext.10 or email me at highway@townofconway.com.

Finally, I would like to thank the residents for their continued support and the Highway Department crew for their hard work and dedication to the Town.

Respectfully submitted,
Ron Sweet, Highway Superintendent

DEPARTMENTS – SCHOOLS

Conway Grammar School Committee

	<u>TERM EXPIRES</u>
Elaine Campbell, Chair	2019
Janice Warner, Vice Chair	2017
Ira Band, Secretary	2018
*Philip Kantor, Member	2017
Ashley Dion, Member	2018
*Representative to Frontier Regional School Committee	

ADMINISTRATION

Superintendent	Lynn M. Carey, Ed.D.
Director of Business Services	Patricia Cavanaugh
Director of Elementary Education	Louise Law
Special Education Director	Karen Ferrandino
Executive Assistant	Donna Hathaway
Administrative Assistant (SPED)	Diana Capuano
Administrative Assistant	Mary Jane Whitcomb
Receptionist	Rhonda Lutenecker
Bookkeeper, Union #38	Brenda Antes
Bookkeeper, Union #38	Donna Lloyd
Bookkeeper, Grants	Stephan Shepherd
Principal	Kristen Jordan
Secretary to Principal	Lora Hanas

CONWAY GRAMMAR SCHOOL

ENROLLMENT - OCTOBER 1, 2016

Grade	Boys	Girls	School Choice	Tuitioned In	Total
Pre-K 3	6	0	0	9	
K	9	3	5	0	17
1	5	7	3	0	15
2	9	4	2	1	16
3	7	4	5	0	16
4	7	8	3	1	19
5	11	9	2	2	24
6	9	9	4	4	26
TOTAL	60	50	24	8	142

UNION #38 TEACHERS' SALARY SCHEDULE CONWAY, DEERFIELD, SUNDERLAND, WHATELY

July 1, 2015 - June 30, 2016

<u>STEP</u>	<u>B</u>	<u>B+15</u>	<u>M</u>	<u>M+15</u>	<u>M+30</u>
3	41,226	42,511	43,840	45,211	46,624
4	42,511	43,840	45,211	46,624	48,083
5	43,840	45,211	46,624	48,083	49,585
6	45,211	46,624	48,083	49,585	51,130
7	46,624	48,083	49,585	51,130	52,728
8	48,083	49,585	51,130	52,728	54,377
9	49,585	51,130	52,728	54,377	56,077
10	51,130	52,728	54,377	56,077	57,827
11	52,728	54,377	56,077	57,827	59,634
12	54,377	56,077	57,827	59,634	61,500
13	56,077	57,827	59,634	61,500	63,425
14	60,782	62,618	64,874	66,826	69,472
20	62,669	64,540	66,843	68,833	71,533

Nature's Classroom Teacher: \$100 per day of attendance by a teacher.

Workshop Presenters: \$30 per hour of presentation and reimbursement for reasonable expenses.

Head Teachers: \$400

Placement on 20 occurs when a teacher has completed 19 years of service as a teacher in the District.

Mentors: \$500 per each new teacher, \$250 for second/third-year teacher, \$250 for each additional teacher being mentored, to a maximum of three (3) in any year.

Nature's Classroom Teacher: \$100 per day of attendance by a teacher.

Workshop Presenters: \$30 per hour of presentation and reimbursement for reasonable expenses.

Head Teachers: \$400

Placement on 20 occurs when a teacher has completed 19 years of service as a teacher in the District.

Mentors: \$500 per each new teacher, \$250 for second/third-year teacher, \$250 for each additional teacher being mentored, to a maximum of three (3) in any year.

UNION #38 INSTRUCTIONAL ASSISTANTS' SALARY SCHEDULE CONWAY, DEERFIELD, SUNDERLAND, WHATELY

July 1, 2015 - June 30, 2016

2015-2016	
Step 1	12.63
Step 2	13.10
Step 3	13.58
Step 4	14.05
Step 5	14.51
Step 6	14.99
Step 7	15.46
Step 8	15.93
Step 9	16.41
Step 10	16.65
Step 11	16.91

Salary increase of 2% and steps for those who are eligible.

**FINANCIAL REPORT
SCHOOL DEPARTMENT
SUMMARY OF
BUDGET RELATED EXPENDITURES**

JULY 1, 2015 - JUNE 30, 2016

CATEGORY

School Committee	\$ 5,902
Central Office	96,371
Principal's Office	135,660
General Instruction	498,753
Kindergarten	92,226
Pre-School	44,972
Art	9,268
Music	33,423
Physical Education	50,126
Special Education	196,382
Library/Media	68,724
Guidance -	
Psychologist	69,972
Student Services	4,000
Health	52,931
Cafeteria-	
Technology	62,475
Buildings & Grounds	195,037
Fixed Costs	25,208
Transportation	87,526
Fixed Assets -	
Total	\$1,728,956

Conway Grammar School Superintendent

I am proud to be the new superintendent of the Frontier Regional and Union #38 School Districts, working with the students, families and staff of such a well-respected and accomplished school district. Our district schools are dedicated to our mission to educate and guide students in developing skills that will enable them to participate actively and successfully in our globally connected world. We focus on teaching students to think critically, communicate effectively, work collaboratively, and to become creative innovators so that they may engage productively with the challenges and opportunities they will experience in their lives.

Conway Grammar School is an exemplary learning organization. Our school leaders set high standards and our teachers and staff work to continually strengthen their own knowledge and skills. We are able to offer our students an outstanding education thanks to the support of our community members. We are grateful for the ongoing support that the Town of Conway provides us in our work. We thank our parents, taxpayers, and community members for being active partners in our public school.

ENROLLMENT AND SCHOOL CHOICE

The October 1, 2016 enrollment for Conway Grammar School totaled 142 (PreK-6) students. This is a decrease of 14 students from the October 1, 2015 (PreK-6) enrollment figures of 156 students. Of those 142 (PreK-6) students, 24 were School Choice students. This is an increase of 7 students from the October 2015 (PreK-6) School Choice enrollment figures of 17 students.

CURRICULUM AND ASSESSMENT

Conway Grammar School teachers collaborated over the summer with teachers from the other district elementary schools and with environmental educators from the Hitchcock Center to update our district science curriculum to align with new national and state science standards. The revised curriculum focuses on deepening students' understanding of scientific principles and concepts in earth, life and physical sciences with increased attention to engineering design. Students practice active observation of objects in their environment, document their observations and thinking through drawing and writing, and design solutions to real life problems. They learn to use the engineering design cycle to ask questions, imagine, plan, create solutions to a problem, and then analyze the results and redesign their solutions. Students engage in projects such as designing and building water filtration devices, bird feeders, catapults, bridges that can bear weight, magnetic devices, and structures that can withstand an earthquake.

Teachers have developed new strategies for differentiating instruction through providing students with carefully designed choices for their learning. As part of this approach, students reflect on and evaluate their choices to help them to better understand both the content and themselves as learners.

Our forward thinking administrative team identified the need for, and the value in, early childhood education in meeting the needs of our youngest students. Our Union #38 schools have planned and will soon provide full day preschool classrooms with optional after school programing for working families in all four of our elementary schools.

Teachers are working to review and revise the standards that will be displayed on student report cards to align with Power School - a digital information system adopted by the district. The end goal is to create an improved standardized system of recording and clearly reporting student growth and learning across all schools and grade levels.

PROFESSIONAL DEVELOPMENT

The early release schedule continued to provide opportunities for teachers to participate in a variety of professional development activities. The main areas of focus for professional development in the elementary schools this year have been to further develop strategies for differentiating instruction, developing instructional strategies for science and engineering design, and building teachers' skills in use of instructional technology.

Conway teachers have participated in ongoing professional development in meeting the needs of all learners through a process called "differentiating instruction". The concept of student choice and teacher to teacher coaching was introduced and practiced on a regular basis throughout the year. Nationally known author and presenter Mike Anderson has worked closely with Conway teachers to develop and offer students' meaningful choices for their learning. Teachers have reviewed Anderson's published research, participated in workshops he has led, redesigned their classroom environments to enhance student choice, and collaborated with Anderson and one another in classroom observation and peer coaching. Through this work, teachers have empowered students to make choices and to reflect on those choices to build students' independence and responsibility for their own learning

Environmental educators from the Hitchcock Center for the Environment continue to work with teachers to develop classroom approaches to engineering design. In addition, teachers participate in workshops in innovative educational technology applications for student use. Workshops in Google Classroom, Smart Notebook, and other tools and applications have been provided by district technology teachers. As technology tools for education continue to develop at a rapid pace, our work to learn new ways to use digital tools to enhance learning is ongoing.

STAFF

Superintendent Martha Barrett retired in June 2016. Taking over as the Frontier Regional and Union #38 superintendent is Dr. Lynn Carey.

Principal Judy Siciliano also retired last June. Kristen Gordon has taken over as the new principal of Conway Grammar School.

As of September 6, 2016, the newly hired faculty member joining the Conway Grammar School is Marijo Sherrill, Strings Teacher.

Retired faculty are Stephanie Shafran, Spanish Teacher.

Resigning faculty are Andrea Luther, Strings Teacher.

SPECIAL THANKS

I am pleased to acknowledge the dedication of Conway School Committee Members Chair Elaine Campbell, Vice Chair Janice Warner, Secretary Ira Band and Members Philip Kantor, and Ashley Dion. The members of the Committee work tirelessly on behalf of the children in Conway. Together, I look forward to working with this group to continue to strive for the best educational experience for our students.

I would like to recognize and thank all of the dedicated faculty and staff of the Conway Grammar School. It is because of their efforts every single day that we have achieved the success that we have.

As we continue to prepare our students for success in the 21st century it is important to acknowledge that it takes the collective support of everyone in the community to make this happen. This includes the parents and other community members as well as all town officials and employees.

Respectfully submitted,
Lynn M. Carey, Ed.D., Superintendent of Schools

Frontier Regional School Committee

FRONTIER REGIONAL SCHOOL COMMITTEE	<u>TERM EXPIRES</u>
Cyndie Ouimette, Chair, Conway	2019
William Marrapese, Vice Chair, Deerfield	2018
* Robert Halla, Secretary, Whately	2017
* Mary Ramon, Member, Deerfield	2017
William Smith, Member, Whately	2018
Robert Decker, Member, Deerfield	2017
Lyn Roberts, Member, Sunderland	2017
Judy Pierce, Member, Sunderland	2019
* Philip Kantor, Member, Conway	2017
* Keith McFarland, Member, Sunderland	2017
Damien Fosnot, Member, Deerfield	2019

*Representing the local Elementary School Committees for one-year term.

Regular meetings are held on the second Tuesday of each month, in the Media Center, Frontier Regional School, South Deerfield, Massachusetts at 6:00 p.m.

ADMINISTRATION

Lynn M. Carey, Ed.D.	Superintendent of Schools
Patricia Cavanaugh	Director of Business Services
Sarah Mitchell	Director of Secondary Education
Karen Ferrandino	Director of Special Education
Scott Paul	Director of Technology
Paula Light	Frontier Regional Bookkeeper/Treasurer
Donna Lloyd	Frontier Regional Bookkeeper
Stephan Shepherd	Grants Bookkeeper
Deborah Coons	Student Information Systems Data Specialist
Stuart Dusenberry	Network Administrator
Donna Hathaway	Executive Assistant

Diana Capuano Administrative Assistant (SPED)
 Mary Jane Whitcomb Administrative Assistant

FRONTIER REGIONAL SCHOOL

Darius Modestow Principal
 Scott Dredge Assistant Principal
 Roberta Reiter Principal's Secretary
 Kelly Blanchette Special Education Secretary
 Michelle Russell Attendance Secretary
 Mary Lapinski Guidance Secretary

ENROLLMENT - OCTOBER 1, 2016

Grade	Conway	Deerfield	Sunderland	Whately	School Choice	Tuitioned In	Total
7	17	33	21	8	27	0	106
8	17	46	28	7	27	2	127
9	15	41	14	10	22	1	103
10	11	32	19	9	24	1	96
11	12	29	12	6	27	0	86
12	6	41	14	9	19	1	93
Total	79	224	108	49	146	5	611

SALARY SCHEDULE

STEP	Bachelors	Masters	M+30	CAGS/Doctorate
0	40,659	42,619	45,020	47,271
1	42,755	44,471	46,724	49,059
2	44,529	46,371	48,486	50,911
3	45,626	48,337	50,311	52,826
4	47,223	49,884	52,158	54,766
5	48,460	51,520	54,117	56,822
6	50,546	53,163	55,904	58,697
7	51,879	54,851	57,704	60,588
8	53,253	56,233	60,309	63,324
9	55,903	59,429	62,990	66,139
10	58,833	62,872	65,753	69,042
11	59,809	65,190	68,789	72,229
12	62,134	67,599	71,255	74,817
13	63,065	68,612	72,324	75,939
*20L	63,565	69,112	72,824	76,439
**25L	64,065	69,612	73,324	76,939

*Placement on Step 20L occurs when an individual has completed 19 years of service as a Frontier Regional School faculty member.

**Placement on Step 25L occurs when an individual has completed 24 years of service as a Frontier Regional School faculty member.

2013-2016 SALARY SCHEDULES

Unit C Instructional Assistants

	HOURLY RATES		
Step	2013-2014	2014-2015	2015-2016
1	\$12.27	\$12.52	\$12.77

2	\$12.74	\$12.99	\$13.25
3	\$13.20	\$13.46	\$13.73
4	\$13.67	\$13.94	\$14.22
5	\$14.11	\$14.39	\$14.68
6	\$14.58	\$14.87	\$15.17
7	\$15.03	\$15.33	\$15.64
8	\$15.52	\$15.83	\$16.15
9	\$15.95	\$16.27	\$16.60
10	\$16.43	\$16.76	\$17.10

Unit C Educational Support Nurses

	HOURLY RATES		
Step	2013-2014	2014-2015	2015-2016
1	\$21.05	\$21.47	\$21.90
2	\$21.95	\$22.39	\$22.84
3	\$22.85	\$23.31	\$23.78
4	\$23.75	\$24.23	\$24.71
5	\$24.65	\$25.14	\$25.64
6	\$25.55	\$26.06	\$26.58
7	\$26.45	\$26.98	\$27.52
8	\$27.35	\$27.90	\$28.46
9	\$28.25	\$28.82	\$29.40
10	\$29.15	\$29.73	\$30.32

NOTE: Schedule reflects following agreement:

FY 2014: Step movement for eligible employees and a 1.75% increase to Schedule.

FY 2015: Step movement for eligible employees and a 2% increase to Schedule.

FY2016: Step movement for eligible employees and a 2% increase to Schedule.

Frontier Regional School Superintendent

I am proud to be the new superintendent of the Frontier Regional and Union #38 School Districts, working with the students, families and staff of such a well-respected and accomplished school district. Our district schools are dedicated to our mission to educate and guide students in developing skills that will enable them to participate actively and successfully in our globally connected world. We focus on teaching students to think critically, communicate effectively, work collaboratively, and to become creative innovators so that they may engage productively with the challenges and opportunities they will experience in their lives.

Frontier Regional School is an exemplary learning organization. Our school leaders set high standards and our teachers and staff work to continually strengthen their own knowledge and skills. We are able to offer our students an outstanding education thanks to the support of our community members. We are grateful for the ongoing support that each of our towns provide us in our work. We thank our parents, taxpayers, and community members for being active partners in our public schools.

ENROLLMENT AND SCHOOL CHOICE

The October 1, 2016 enrollment for Frontier Regional School District totaled 610 students. This is a decrease of 1 student from the October 1, 2015 enrollment figures of 611 students. Of the 610 students, 147 were School Choice, which is an increase of 26 students from the School Choice enrollment of October 2015 of 121 School Choice students.

The Frontier Regional School graduated 98 students in the Class of 2016.

STAFF

Superintendent Martha Barrett retired in June 2016. Taking over as the Frontier Regional and Union #38 superintendent is Dr. Lynn Carey.

As of September 6, 2016, newly hired faculty members at the Frontier Regional School are: Sarah Winston, Life Skills (MS); Martha Pomputius, School Psychologist; Amy Gallanter, Guidance Counselor; Matthew Venditti, Social Studies; Zoe Keenan, Library Media Specialist; Sarah Lyon, Science (HS) and Karen Johnston, Physical Therapist.

Retired faculty are: Claudia Beldengreen, School Psychologist; Cynthia Mandile, Guidance Counselor; Thomas Prew, Social Studies; Niki Russell, Technology/Health/PE; Robert Smith, English and Margaret Doyle, Special Education.

Resigned faculty are William Girardi, Science Teacher; Nancy Stenberg, Library/Media Specialist and Elizabeth Walton, Physical Therapist.

CURRICULUM AND ASSESSMENT

New science standards were adopted by the Massachusetts Department of Elementary and Secondary Education this year. Faculty have started working with the new standards and planning for their implementation following the state's guidelines. Overall, students who participated in the new science and technology course that was introduced last year received high marks on the MCAS science examination.

A new resource was adopted in middle school mathematics. Faculty have introduced students to concepts in pre-algebra and algebra using the Engage NY series. The resource is being supplemented with other materials and resources in order to provide students with a comprehensive mathematics instructional program.

An assessment group has started to examine grading and assessment practices at Frontier. The committee is studying a variety of software programs that may assist with assessment as well as studying research on past practices. The committee will present findings to the full faculty with a plan for increased professional development in this area.

The scheduling committee has begun looking at the current high school schedule configuration and options for expanding choices for students. The current middle school schedule, that was modified two years ago, is working well and will be relatively unaffected if the high school schedule is modified.

PROFESSIONAL DEVELOPMENT

The early release schedule continued this year for faculty and staff at Frontier. One main focus of professional development this year is differentiating instruction to meet the needs of all learners. Mike Anderson, a national level presenter and consultant, worked with Pk-12 faculty to teach and facilitate our growth as educators. The concept of student choice and teacher to teacher coaching was introduced and practiced on a regular basis. Department specific professional development was also provided during the fall and will continue into next spring:

Middle school faculty from the math and special education departments participated in focused workshops in mathematics. Marcie Abramson provided faculty with coaching and ongoing support in order to strengthen math instruction.

The Social Studies and English departments worked throughout the fall to coordinate writing instruction in the 7 -12 classrooms. Writing has been a focus at Frontier for the last 7 years. Faculty promote student writing in all disciplines with a heavy emphasis on argument writing in social studies and the three different writing types required by the Common Core emphasized in English.

In addition, all faculty participated in workshops in innovative educational technology applications for student use. Cross course collaboration and coordination continues to be discussed during early release days.

SPECIAL THANKS

I am pleased to acknowledge the dedication and hard work of Frontier Regional School Committee Members: Chair Cyndie Ouimette, Vice Chair William Marrapese, Secretary Robert Halla, Members Robert Decker, III, Mary Ramon, William Smith, Lyn Roberts, Judy Pierce, Philip Kantor, Keith McFarland and Damien Fosnot. I look forward with pleasure to continuing our work together.

The members of the Committee work tirelessly on behalf of the children in Conway, Deerfield, Sunderland and Whately. I would like to acknowledge the support given to the central office staff, especially by the Central Office Relocation subcommittee, as we made the move to the Frontier Regional School building. The move over the holiday break was very successful due to the advanced planning and hard work of everyone involved.

I would also like to recognize and thank all of the dedicated faculty and staff of the Frontier Regional School. It is because of their efforts every single day that we have achieved the success that we have. Thank you for allowing all of us the opportunity to serve the children of this district.

As we continue to prepare our students for success in the 21st century it is important to acknowledge that it takes the collective support of everyone in the community to make this happen. This includes the parents and other community members as well as all town officials and employees.

Respectfully submitted,
Lynn M. Carey, Ed.D., Superintendent of Schools

Franklin County Technical School Committee & Superintendent

We submit this annual report for 2016 on behalf of the Franklin County Technical School District and its administration, faculty, staff, and students.

Total enrollment as of October 1, 2016, was 437 students with town breakouts as follows:

Bernardston	21	Erving	33	Montague	59	Sunderland	6
Buckland	9	Gill	10	New Salem	3	Warwick	9
Colrain	21	Greenfield	109	Northfield	35	Wendell	7
Conway	7	Heath	12	Orange	61	Whately	9
Deerfield	16	Leyden	7	Shelburne	3		

Franklin County Technical School awarded 117 diplomas to our seniors in June of 2016. Massachusetts students are required to pass the MCAS to receive a high school diploma and once again our students were very successful in meeting this high academic standard. FCTS has maintained Level 2 Accountability status for the last four years. Our overall Progress and Performance Index (PPI) moved from 17% in 2012 (Level III) to 31% in 2014 (Level II) and have maintained Level II status ever since, with nearly 30% growth each year. Additionally, the district met the goals set by the Department of Education for passing rates of students of high risk with disabilities.

98.3% of FCTS students receive a high school diploma and vocational certificate with 69% planning to join the regional workforce, while others plan to join the military or attend post-secondary or trade/technical schools. FCTS dropout rate is also significantly below the state and regional average. We are proud of the accomplishments of the Class of 2016.

On June 23, 2015 Franklin County Technical School District was fortunate to have received approval from all nineteen member towns to participate in a bond authorization which allowed FCTS to fund the MSBA 73.89% reimbursed Window and Door Replacement Project, as well as afford FCTS the opportunity to repair its twenty-year-old roof and ensure paving upgrades of its forty-year-old driveway, track, parking lot and associated areas, which were original to the school in 1976. Payment for the bond will not impact member towns until FY19. FCTS now has state-of-the-art exterior energy efficient doors and windows, new parking lot paving and lights, track, basketball courts and a new silicone roof coating. In addition, FCTS will be adding new interior doors and handles to bring us into ADA compliance. FCTS students were instrumental with landscaping associated with the projects, digging conduits to lay wire for lighting, and supporting installation of parking lot lights to save the district tens of thousands of dollars.

Franklin County Technical School's technical programs have been busy with community-based projects that are used as learning opportunities. This year, as in the past, students embrace the authentic work that is done in the communities and truly engage in building their skills while out on work sites. Project work is treated as an immersive activity, with guidance and professional direction by instructors. Due to the instructional nature of the work, duration of a project may increase, but costs associated with a project to our cities and towns are significantly decreased. Within the walls of FCTS, students from Electrical, Plumbing, Carpentry, Landscaping/Horticulture, Auto Technology, Welding, and Collision Repair are involved in repair and upgrading activities that save FCTS money as compared to associated costs with hiring contractors. What follows are some examples of the ways in which we serve our communities: FCTS faculty, staff and students donate to food drives for needy families and organizations throughout Franklin County. Our Culinary Arts program donates to the Franklin County Sheriff's Office Regional Dog Shelter and FCTS instructors and students within specific shop areas visit veterans at the Veterans Hospital on Veterans Day. Our Pre-Employment or (PEP) program provides specialized instruction and training for students with disabilities, donates to the Dakin Animal Shelter and Ronald McDonald House. In Bernardston, Electrical instructors and students provided electrical maintenance work at the Bernardston Library, while Carpentry instructors and students completed the roof over a handicap ramp at the Bernardston Veterans Clubhouse. Electrical instructors and students

wired/retrofitted the Colrain Fire Station for a network; as well as having provided work on the Colrain Fire Station's emergency generator. In Conway, Programming & Web Design instructors and students planned to create a website on Field Memorial Library; and in Deerfield, Carpentry and Electrical instructors and students worked on a new electric service enclosure on Deerfield's Town Common. Culinary Arts instructors and students help with the Schuetzen Verein Senior Expo and Senior Center functions in Gill/Montague.

In Greenfield, our Health Technology instructors and students are involved in community service learning sites at: Community Action Parent/Child Development Center; Poet's Seat Healthcare Facility; GVNA Adult Day Health; Arbors Assisted Living Facility; NELCWIT/GVNA; Recovery Project; Buckley Nursing Facility. Electrical instructors and students retrofitted LED lighting at Greenfield Community College. Cosmetology instructors and students have been involved with the Girl's Day Out at the YMCA; and have provided beautician services at local nursing homes. Culinary Arts instructors and students have also been involved in Girl's Day Out at the YMCA; provide cookie donation to the GCC's golf tournament; and the Soups & Game Night at Hope & Olive. Machine Technology students help set up for the Relay for Life at the Greenfield Fair Grounds. Carpentry students installed 50 new window boxes at Greenfield Housing Authority's Elm Terrace; and frame enclosed a new athletic storage building at Greenfield High School. In Montague, Health Technology instructors and students are involved in community service learning at Community Action Parent/Child Development Center. FCTS Automotive Technology and Collision and Repair programs painted brackets for Judd Wire, repaired a trailer for the Turners Falls Police Department, and completed pin and bushing repair for the Turners Falls Police Department.

Electrical students worked on the Shelburne Trolley Museum's car barn and have work pending on the Sunderland Library. Additionally, they have been involved with an LED lighting retrofit for the Warwick DPW; and have worked on the Warwick Police & Fire Department's emergency generator. Plumbing and Heating students installed a multi-head heat pump Mini-Split system for the Warwick Police Department, and Electrical students completed work on that system, as well. The Town of Whately invited our Collision shop and Repair and Refinishing shop to restore a Chevy Silverado for the Whately Fire Department; and our Electrical students have finished wiring the Wendell town kitchen.

Our partnerships with our communities are important for our programs, and we thank those who allow our students the opportunity to practice their trades out in the field.

Respectfully,
Mr. Richard J. Kuklewicz
School Committee Chairman

Mr. Richard J. Martin
Superintendent-Director

REGIONAL ORGANIZATIONS – FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS (FRCOG)

Administrative

The Franklin Regional Council of Governments provides a variety of services and programming to the municipalities of Franklin County and to the greater Franklin County region. The FRCOG's 2016 Annual Report, which will be available in April of 2017 and on www.frcog.org shortly thereafter, will highlight our work over the past year. Specific services to the Town of Conway in 2016 included the following.

Administration and Special Projects

- Conway participated in the regional sign-making program, sharing equipment with 10 towns.
- Staff worked with the Town Administrator and members of the Selectboard and Finance Committees on a long-range financial plan as part of the Baker-Polito Community Compact Program.
- Staff worked with Town Administrator on an IT Best Practices Guide as part of the Baker-Polito Community Compact Program.
- Individual members of several Town energy committees met together informally on a bi-monthly basis to share news from their respective towns and to learn from each other and from invited guests about energy-related topics of mutual interest. FRCOG staff provided assistance in facilitating meetings, presented information, and conducted follow-up communication.

Collective Bidding & Purchasing Program

- Conway contracted with the FRCOG to receive cooperative bid pricing for up to 24 different Highway Products and Services. Total estimated highway needs for FY17 is \$434,290.
- Conway participated in the Dog Tags and Licenses collective bid program.
- The Procurement Officer issued a bid for Wastewater Collection and Disposal services.

Cooperative Public Health Service Health District

Conway is a shared services member of the CPHS health district, sharing a public health nurse with nine other communities. *Please find the services provided by this FRCOG program as a separate entry to the Conway Town Report.*

Franklin County Cooperative Inspection Program

- In Calendar Year 2016, staff issued 104 building permits, 60 electrical permits & 14 plumbing/gas permits for Conway in 2016. Nine (9) Certificates of Inspection were issued.

Partnership for Youth

- Staff conducted a Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 258 Frontier students, representing 83% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant-writing and planning.
- Staff presented to CPHS Annual Meeting on the Healthy Community Design Toolkit, Volume 2: Municipal Strategies to Increase Food Access.

Planning and Development Department

- Staff updated a Community Development Strategy for the Town's CDBG application.
- Staff assisted with the construction of the South River Restoration project.
- Staff began an update for new map/brochure for the Mahican-Mohawk Trail.
- Staff prepared a Draft Business Plan and Legislation for the Mohawk Trail Woodlands Partnership Project for 11 West County towns including Conway.
- Staff provided technical assistance on the FERC permitting process for the proposed KM-TGP NED pipeline project.
- Staff conducted a requested traffic count on Hoosac Road.
- Staff developed a map showing all bridges and their ownership (MassDOT or Municipal).

Regional Preparedness Program

- Staff conducted quarterly contact drills and a site notification drill to test the *Frontier Emergency Dispensing Site Plan*.
- Staff gave the Board of Health information about the statewide plan for a potential outbreak of Highly Pathogenic Avian Influenza, and the emergency response roles for local officials.
- Conway entered into a Memorandum of Understanding with the FRCOG to recognize the Multi-Agency Coordination Center as the official organization to assist them with emergency management needs.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, staff completed Free Cash certification, and Schedule A was submitted. In addition, staff provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Staff assisted with the annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Staff completed backups daily and there was no unscheduled down time.

Workshops & Training

The following list represents the FRCOG workshops and training sessions that Conway public officials, staff, and residents attended and the number in attendance.

Cooperative Public Health Service

ServSafe/Choke Saver/Allergen Training Series — 2

Food Systems — 1

Municipal Official Continuing Education Series

Public Water & Wastewater System Basics — 1

Selectboard 101 — 1

Public Records Law — 2

Municipal Farmland Leasing and Protection — 1

Regional Emergency Preparedness

Emergency Preparedness for People with Access and Functional Needs — 1

Western Regional Homeland Security Advisory Council

Active Shooter Symposium — 6

Pediatric Psychological First Aid — 1

Franklin County Cooperative Inspection Program (Based on Calendar Year 01 January through 31 December 2016)

Dear Residents of Conway:

As you know, your town receives building, plumbing, gas, and wiring inspection and zoning enforcement services through the Franklin County Cooperative Inspection Program (FCCIP), a forty-one-year-old shared service housed at the Franklin Regional Council of Governments (FRCOG). We thank your town for your continued participation in the FCCIP, which allows small towns to have access to professional staff and state-of-the-art technology.

2016 was a busy year, permit wise, for the program. We issued 2,773 permits, including a significant number of insulation upgrade, solar array and wood/pellet stove permits. The number of permits was higher in 2016 than in the previous year, the fees collected were also slightly higher. A total of 26 new dwelling units were constructed in our 15 member towns.

Our new online permitting program went live on July 1, 2011 and has issued 13,508 building, electrical & plumbing/gas permits since then. The program allows you to apply, pay for, and track the progress of any permit online, saving you time and visits to our office in Greenfield. The program has 4,080 registered users. You can find it at www.frcog.org under the Franklin County Cooperative Inspection Program. Our website also includes helpful information on inspection requirements, permit costs, and contractor licensing.

In 2016, the FCCIP processed the following permits for Conway:

Residential Building Permits	101
Commercial Building Permits	3
Sheet Metal/Duct Permits	1
Electrical Permits	60
Plumbing Permits	1
Gas Permits	13
Certificates of Inspection	9
Solid Fuel	14
Fire Protection	0
Tents	8

We would like to remind all residents of the importance of applying for permits for work done. Building, Electrical and Plumbing/Gas permits are required by law and are an essential step in ensuring the safety of our communities. Please feel free to call our office with any building or zoning questions at 774-3167, extension 2.

James D. Hawkins
Building Commissioner
jhawkins@frcog.org

James Cerone
Building Inspector
jcerone@frcog.org

Tom McDonald
Electrical Inspector
electric@frcog.org

Andy French
Plumbing/Gas Inspector
plumbing@frcog.org

Franklin County Cooperative Public Health Service

Conway shares a public health nurse with other members of the CPHS health district. District services to Conway in 2016 included:

- The Public Health Nurse held 12 monthly walk-in wellness clinics at Conway Town Hall, where 32 Conway residents made 94 visits with the nurse for health screening services.
- The Nurse provided town residents with reference materials and health self-management supplies such as medication schedules, pill sorters, personal health records and Files of Life provided by grants from Baystate Franklin Medical Center and LifePath, Inc.
- Home-bound Conway residents received 15 visits from the Public Health Nurse.
- The Public Health Nurse provided medication and chronic disease self-management services throughout the year, holding regular hours for all district residents in five community sites. The nurse is also available for home visits for those who need this service.
- Conway residents received 38 low-cost tick tests in 2016 through a district grant and local Board of Health subsidy, a savings of \$1,330. 33% of ticks tested in Conway carried the Lyme pathogen, and an additional 6% tested positive for either Anaplasmosis or Babesiosis. The Public Health Nurse provided tick prevention materials and helped residents access grant funded tick testing through the on-line system as needed.

- Conway residents were offered mercury thermometer collection and exchange and sharps disposal and container exchange in collaboration with the Franklin County Solid Waste Management District: 100 sharps containers and 8 thermometers were exchanged in 2016.
- The Public Health Nurse completed all state-mandated infectious disease investigation, reporting and case monitoring. Follow-up was provided as needed for 11 local and 104 regional reported incidents of communicable illness.
- The Public Health Nurse coordinated vaccine and supplies for 12 flu clinics at which 868 area residents, including 134 served at Conway sites, were vaccinated with the support of community volunteers, staff and GCC nursing program staff and students.
- Through a district grant, two Conway residents and staff of the school district's after school programs received low cost Food Safety trainings -- ServSafe, Choke Saver and Allergen Trainings.

Franklin County Solid Waste Management District

To the Residents of the Solid Waste District:

The Solid Waste District was formed in 1989 to help Franklin County towns manage all aspects of their solid waste – recyclables, organics, hazardous waste, wastewater treatment sludge, and trash. We continue to provide assistance to twenty-two member towns through administrative support, professional consultation, trainings, and outreach to residents and businesses.

A review of recycling tonnage for 2016 shows almost an identical amount of recycling tonnage since 2015. District residents recycled almost 1,700 tons of paper and just over 1,100 tons of mixed containers, which were processed at the Springfield Materials Recycling Facility.

In 2016, the District sponsored spring and fall "Clean Sweep" collections for bulky items, electronics, tires, appliances, and anything too big to fit into a trash bag. Over 62 tons of material were recycled or disposed of from the two collections. A total of 550 households participated in these collection events.

We held our annual household hazardous waste collection in October 2016. This event allows residents to properly dispose of toxic cleaners, automotive products, pesticides, and other toxic products. A total of 313 households participated in this event. 50% of participants were using the collection for the first time.

We applied for and received grants from the Massachusetts Department of Environmental Protection worth \$88,350 for District towns. Some grant funding relates to the town's successful waste management infrastructure. Other grants include equipment to make a town's transfer station more efficient.

We continued to bale wood pellet bags and agricultural plastic in our second year of this recycling program. We manage the recycling and composting program at the Franklin County Fair and assist other events with waste reduction efforts. We work in each school system helping with waste management bids and with fostering sustainable waste reduction programs.

If you have questions about District programs, call us at 413-772-2438 (MA Relay for the hearing impaired: 711 or 1-800-439-2370 TTY/TDD), visit our website at www.franklincountywastedistrict.org or visit us at 50 Miles Street in Greenfield.

Jan Ameen - *Executive Director*

Jonathan Lagreze, Colrain - *Chair*

Chris Boutwell, Montague - *Vice-Chair*

MA Swedlund, Deerfield - *Treasurer*

Franklin Regional Planning Board

The Franklin Regional Planning Board (FRPB) is the advisory board to the FRCOG for regional planning issues. The FRCOG is the Regional Planning Agency. The primary roles of the FRPB is to promote sustainable economic development, to protect public health, safety and welfare, and to preserve the natural and cultural resources in Franklin County.

During FY 2016, the FRPB heard presentations and made recommendations on the following topics: the Regional Transportation Plan; FERC Relicensing of the Northfield Mountain Pumped Storage Facility & First Light's request for a temporary increase in storage and generating capacity; the proposed Kinder Morgan/TGP Pipeline Project and Open Houses (a topic of discussion over many meetings); the Franklin County Farm and Food System Project and MA Food System Plan; the Mohawk Trail Woodlands Partnership Project; priority river restoration sites in the North River Watershed; the Regional Brownfields Program; and the re-use study for the former International Paper Mill in Erving.

The FRPB also approved the annual update of the five-year community economic development strategy (CEDS), an excellent resource for regional socio-economic data.

Respectfully submitted,
Thomas Hutcheson, Conway Select Board representative

REGIONAL ORGANIZATIONS - OTHER

Franklin Community Access Television (FCAT)

Fiscal year 2016 was one of both change and growth for Frontier Community Access Television. In mid-summer, we lost two key staff members, Lacey Arnold and Jon Prosperi, which forced a bit of a re-shuffling of the deck in terms of certain duties and responsibilities. Our main focus continues to be chronicling government and cultural activities in Conway, Deerfield, Sunderland and Whately, and we are having great success in that area.

The two biggest developments **of the year** were the signing of new ten-year cable contracts in the towns of Deerfield, Sunderland and Whately, and the purchase of a new, state-of-the-art Castus broadcast server. The town of Deerfield executed an upgrade of their DCTV facility, which included a complete conversion to high definition quality, and we greatly expanded our coverage of activities at Frontier Regional School, mainly in the realm of sports and the performing arts, and are in the process of finalizing negotiations to move from our current location to approximately 1,400 square feet of available space at Sunderland Town Hall.

On behalf of our organization, I would like to personally thank FCAT's member towns for their continued support of our efforts, and we look forward to making more great television in the year ahead.

Respectfully submitted,
Christopher S. Collins, General Manager-Executive Producer

Franklin Regional Retirement System

The Franklin Regional Retirement System is a government agency that serves the 492 retirees, 49 beneficiaries, 921 active employees, and 557 inactive members of the towns and agencies in Franklin County. We are organized under Chapter 34b, and subject to the provisions of Chapter 32 of the Massachusetts General Laws. We receive oversight on the state level from the Public Employee Retirement Administration Commission (PERAC), which audits our operations and financial records every three years. We are also audited by independent auditors in the two intervening years, as well as a complete actuarial valuation every two years.

The retirement benefit we provide replaces participation in the Social Security system and is described as a "defined benefit", which means that we pay monthly retirement benefits based on the age, salary, and number of years worked at the time a member of our system retires. To be a member, an employee in one of our government units must be working in a permanent position scheduled at 20 hours or more per week and earning \$5,000 or greater annually. Funding of these benefits begins with deductions from the member, and, combined with matching funds from the employing unit, are invested in a mix of stocks, bonds, and indexed funds. Investment earnings are a large part of the funding of retirement benefits, and the allocation of those funds are spread to a variety of sectors to take advantage of positive activity as it occurs in each sector.

Up until 1988, we were a "pay-as-you-go" system. In 1988 it was legislated that we begin saving to become "fully funded" over the ensuing 40 years. Fully funded means we have enough in reserves to pay for all the current and future potential benefits of our present membership. At the end of 2014, we are 79% funded at 26 years (65%) into the 40-year mandate.

Our fiscal year is the calendar year; therefore, our annual report is not filed until May of the subsequent year, and as a consequence the information provided herein will be a year old by the time you read this. Current reports and information can be found on our website: www.FRRSMA.com.

Respectfully submitted,
Dale Kowacki, Executive Director

Fred W. Wells Trust

Funds available from the Wells Trust for FY2016 were \$228,960.00. This was an overall decrease in available funds due to a downward investment portfolio and lower than anticipated stock returns.

Education: The Trustees received 243 applications for education scholarships and approved 229 students to receive \$199,894.00 in scholarship assistance. This amount includes the two \$1,000.00 scholarships in Honor of Ralph & Hilda Haskins specifically marked for Greenfield graduating seniors. A total of 17 scholarships totaling \$13,900.00 were awarded Conway applicants.

In addition, there were 5 awards totaling \$17,600.00 made to health programs in the county. They were:

Community Action-WIC Program	\$4,000.00
NELCWIT	\$4,000.00
Life Path: Meals on Wheels	\$4,000.00
Community Health Center	\$4,000.00
Hospice of Franklin County	\$1,600.00

There were 3 awards totaling \$11,466.00 made to agricultural programs in the county.

Franklin County Agricultural Society	\$7,212.00
Heath Agricultural Fair	\$3,385.00
Shelburne Grange Fair	\$ 869.00

Respectfully submitted,
Kate French, Fred W. Wells Trustee, Conway Representative